REPORT RESUMES

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JC 670 344
RESPONSIBILITIES OF DIVISION AND DEPARTMENT CHAIRMEN IN CALIFORNIA JUNIOR COLLEGES.
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IN PREPARATION FOR A CONFERENCE ON THE IMPROVEMENT OF INSTRUCTION IN CALIFORNIA JUNIOR COLLEGES, INFORMATION WAS COLLECTED CONCERNING THE ORGANIZATION FOR INSTRUCTION AT 47 PUBLIC JUNIOR COLLEGES. INCLUDED IN THE REPORT ARE ORGANIZATION CHARTS FOR INSTRUCTIONAL SERVICES (AND, IN MANY CASES, FOR THE ENTIRE COLLEGE), WITH A DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF DEANS AND SUCH OTHER ADMINISTRATIVE PERSONNEL AS DIVISION CHAIRMEN, COORDINATORS, AND DEPARTMENT HEADS. (WO)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ED013618

RESPONSIBILITIES
OF
DIVISION AND DEPARTMENT CHAIRMEN
IN
CALIFORNIA JUNIOR COLLEGES

UNIVERSITY OF CALIF.
LOS ANGELES

MAY 8 1967

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

California Junior College Association
Office of Research
October, 1966

JC 670 344

FOREWORD

This collection of organization charts and statements of responsibilities of division and department chairmen in California junior colleges was prepared as background material for use at the California Junior College Association Annual Improvement of Instruction Conferences.

The 1966 conferences - Southern Conference, November 3, 1966, El Camino College; Northern Conference, November 17, 1966, Chabot College - have as their theme "The Role of the Division Chairman or Department Head, and His Responsibility for the Improvement of Instruction."

The materials in this collection were solicited from California junior colleges by memorandum. No follow-up request was made. In most cases the exhibits represent pages taken from the administrative or faculty handbooks of the respective colleges. In a few cases, charts and job descriptions were abridged.

The Improvement of Instruction Conferences are an annual project of the CJCA Committee on Curriculum and Instruction.[1] Because "Improvement of Instruction" is ranked in first priority in a study of critical problems and needs of California junior colleges, the CJCA Research and Development Committee[2] asked the Instruction Committee to give attention in the 1966 conferences to ways research could be helpful in bringing about improved instruction. The conference planning committee believed division and department chairmen were in a pivotal position to initiate instructional improvement and consequently the conferences were planned to explore ways in which division and department chairmen might assume leadership in their respective colleges in this field.

It is hoped that this collection of responsibilities of division and department chairmen will be a helpful reference to conference participants. The conferences may wish to recommend that an analysis of present responsibilities be made, or that additional information be collected. In this regard, attention of readers is called to studies made by Chabot College, 1963, and Hancock College, 1966, in the Appendix of this report.

Appreciation is expressed to Foothill College for making duplicate copies of this report available to all junior colleges.

Thomas B. Merson
CJCA Director of Research
Bakersfield College
October, 1966

1. CJCA COMMITTEE ON CURRICULUM AND INSTRUCTION:
   - Floyd L. Younger(Chairman), Asst. Superintendent-Instruction, Cabrillo College
   - Milo P. Johnson, President, Mt. San Jacinto College
   - Mrs. Mary E. Wallace, Dean of Instruction, Riverside City College
   - Robert R. Allen, Biological Science Instructor, Foothill College
   - Robert A. Annand, Dean of Instruction, Coalinga College
   - P. Joseph Canavan, Chairman, English Department, Mt. San Antonio College
   - Arthur J. Schechter, Dean of Instruction, Cypress College
   - James L. Billwiller, Dean of Instruction, Evening, City College of San Francisco
   - John S. Kreider, Admin. Dean of Instruction, Glendale College

2. CJCA COMMITTEE ON RESEARCH AND DEVELOPMENT:
   - A. Robert DeHart(Chairman), Director of Research, Foothill College
   - Terrel Spencer, President, Imperial Valley College
   - John I. Carhart, Director of Institutional Research, Diablo Valley College
   - Frank Pearce, Research Analyst, Modesto Junior College
   - Ben K. Gold, Counselor, Los Angeles City College
   - J. W. McDaniel, Acting Superintendent and President, San Bernardino Valley College
   - George W. Ebey, President, Pacific Research Center, Inc.; Vice President, Management and Economics Research, Inc.
   - Leslie E. Wilbur, Coordinator of Junior College Programs, Univ. of Southern Calif.

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San Francisco, City College of
San Joaquin Delta College
San Jose City College
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Sequoias, College of the
Shasta College
Solano College
Southwestern College
Ventura College
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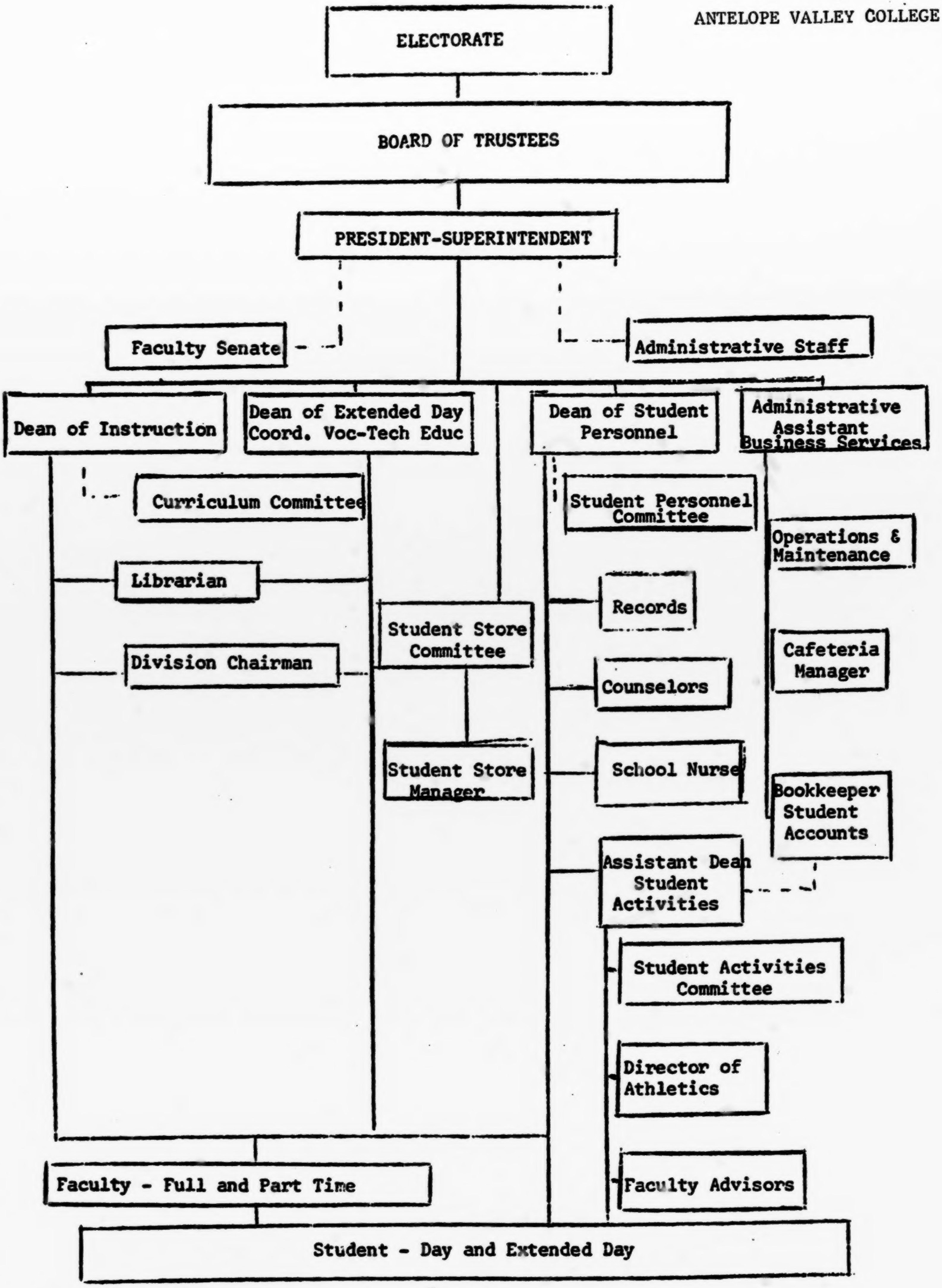
APPENDIX

Survey of Division-Department Chairmen
  August 20, 1963 - Chabot College

Questionnaire on Department Heads
  Responses - January 26, 1966
  Allan Hancock College

ANTELOPE VALLEY COLLEGE


ELECTORATE
BOARD OF TRUSTEES
PRESIDENT-SUPERINTENDENT
Faculty Senate
Administrative Staff
Dean of Instruction
Dean of Extended Day Coord. Voc-Tech Educ
Dean of Student Personnel
Administrative Assistant Business Services
Curriculum Committee
Student Personnel Committee
Operations & Maintenance
Librarian
Records
Student Store Committee
Cafeteria Manager
Division Chairman
Counselors
Student Store Manager
School Nurse
Bookkeeper Student Accounts
Assistant Dean Student Activities
Student Activities Committee
Director of Athletics
Faculty - Full and Part Time
Faculty Advisors
Student - Day and Extended Day

Duties and Responsibilities of the Division Chairman

Under the direct supervision of the Dean of Instruction, a Division Chairman performs the following duties:

a. Keeps in touch with current developments in the various subject fields represented in the division and serves as a resource person in his subject area.

b. Submits recommendations for curriculum improvements to the curriculum committee through the dean of instruction.

c. Assists the dean of instruction in transmitting decisions on curriculum matters to teachers in the department.

d. Assists teachers in the development and continued improvement of course outlines and appropriate reading lists, Assists the dean of instruction in maintaining a current file of outlines for all courses offered in the division.

e. Assists the dean of instruction to improve teaching methods, examination procedures, and the selection of textbooks.

f. Assists in the selection and evaluation of teachers for the division.

g. Brings division members, day and extended day, together for the purpose of resolving division problems and improving instruction.

h. Encourages appropriate extra-class activities for students majoring in the subject fields of the division.

i. Assists the teachers in preparing budget requests. Receives, consolidates, reviews, and transmits division budget requests and requisitions to the dean of instruction.

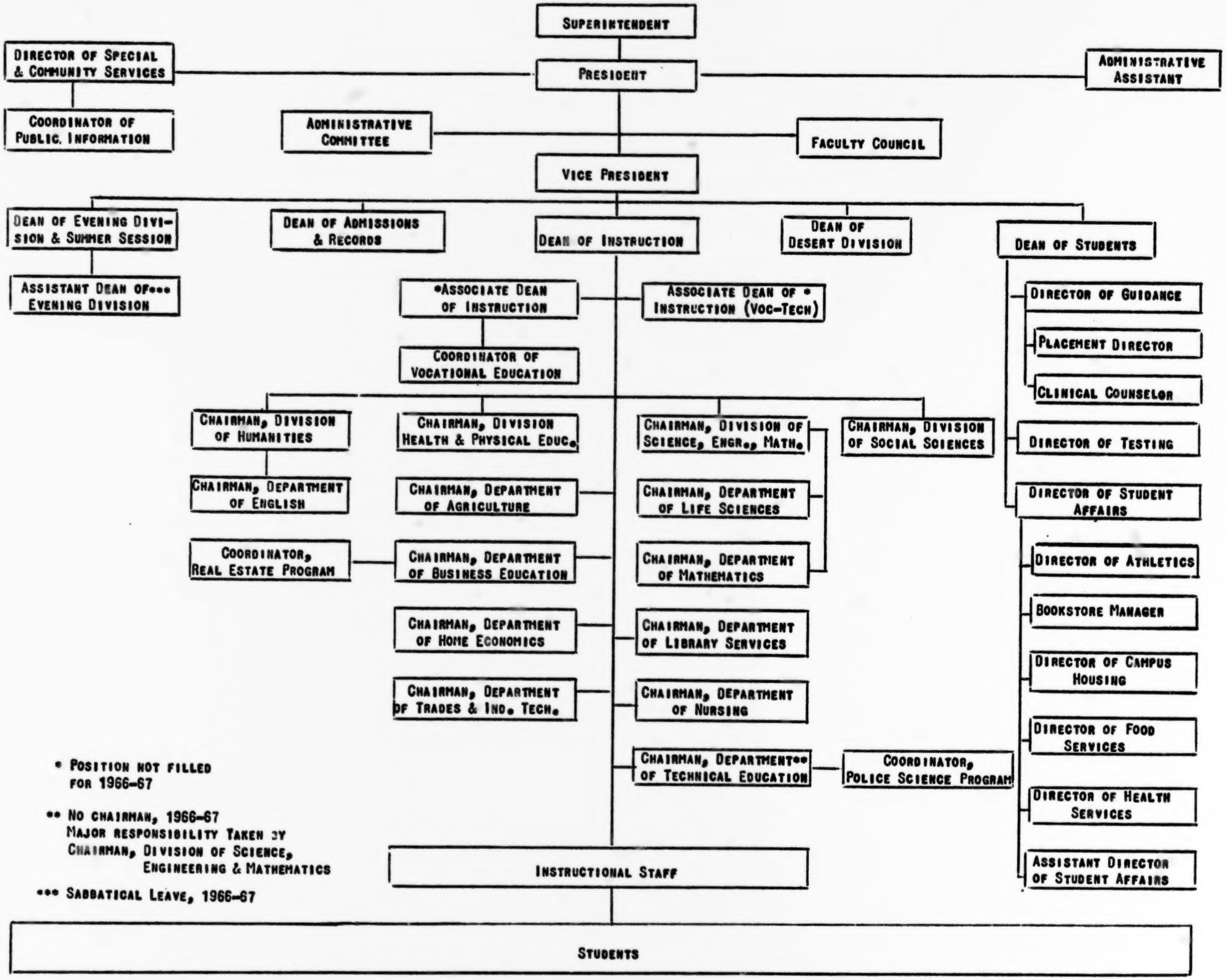
j. Assists the president in maintaining an inventory of property assigned to the division.

k. Recommends the division's schedule of classes, day and evening, to the dean of instruction.

l. Has responsibility for coordination of the division's instructional program, day and extended day.

m. Prepares a brief annual report to the dean of instruction, outlining the accomplishments of the division and the needs and plans for future development.

ORGANIZATION PLAN - BAKERSF COLLEGE


SUPERINTENDENT
PRESIDENT
DIRECTOR OF SPECIAL & COMMUNITY SERVICES
COORDINATOR OF PUBLIC INFORMATION
ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE COMMITTEE
FACULTY COUNCIL
VICE PRESIDENT
DEAN OF EVENING DIVISION & SUMMER SESSION
ASSISTANT DEAN OF*** EVENING DIVISION
DEAN OF ADMISSIONS & RECORDS
DEAN OF INSTRUCTION
DEAN OF DESERT DIVISION
DEAN OF STUDENTS
*ASSOCIATE DEAN OF INSTRUCTION
ASSOCIATE DEAN OF * INSTRUCTION (VOC-TECH)
COORDINATOR OF VOCATIONAL EDUCATION
CHAIRMAN, DIVISION OF HUMANITIES
CHAIRMAN, DEPARTMENT OF ENGLISH
COORDINATOR, REAL ESTATE PROGRAM
CHAIRMAN, DIVISION HEALTH & PHYSICAL EDUC.
CHAIRMAN, DEPARTMENT OF AGRICULTURE
CHAIRMAN, DEPARTMENT OF BUSINESS EDUCATION
CHAIRMAN, DEPARTMENT OF HOME ECONOMICS
CHAIRMAN, DEPARTMENT OF TRADES & IND. TECH.
CHAIRMAN, DIVISION OF SCIENCE, ENGR., MATH.
CHAIRMAN, DEPARTMENT OF LIFE SCIENCES
CHAIRMAN, DEPARTMENT OF MATHEMATICS
CHAIRMAN, DEPARTMENT OF LIBRARY SERVICES
CHAIRMAN, DEPARTMENT OF NURSING
CHAIRMAN, DEPARTMENT** OF TECHNICAL EDUCATION
COORDINATOR, POLICE SCIENCE PROGRAM
CHAIRMAN, DIVISION OF SOCIAL SCIENCES
DIRECTOR OF GUIDANCE
PLACEMENT DIRECTOR
CLINICAL COUNSELOR
DIRECTOR OF TESTING
DIRECTOR OF STUDENT AFFAIRS
DIRECTOR OF ATHLETICS
BOOKSTORE MANAGER
DIRECTOR OF CAMPUS HOUSING
DIRECTOR OF FOOD SERVICES
DIRECTOR OF HEALTH SERVICES
ASSISTANT DIRECTOR OF STUDENT AFFAIRS
INSTRUCTIONAL STAFF
STUDENTS

* POSITION NOT FILLED FOR 1966-67

** NO CHAIRMAN, 1966-67 MAJOR RESPONSIBILITY TAKEN BY CHAIRMAN, DIVISION OF SCIENCE, ENGINEERING & MATHEMATICS

*** SABBATICAL LEAVE, 1966-67

REVISED 8/17/66

[illegible] COLLEGE

205.22 DIVISION AND DEPARTMENT CHAIRMEN

A. General Responsibilities

Division and Department chairmen have five major responsibilities: administration, supervision, curriculum development, guidance, and coordination and placement in both day and evening programs.

B. Specific Duties

1. Administration
    - a. Interpret the educational philosophy of the college and provide leadership for the instructors of the division or department.
    - b. Compile and submit reports, budgets and requisitions.
    - c. Supervise departmental employees and recommend policy for custodial care and maintenance.
    - d. Call division or department faculty meetings and appoint study committees as needed.
    - e. Make recommendations of projected needs for new faculty, facilities, equipment and supplies.
    - f. Assist with the selection of new teachers, scheduling of classes, room assignments and planning new facilities.

2. Supervision of Instruction
    - a. Initiate, organize and direct programs of professional growth for members of the division or department.
    - b. Carry on a continuous program of evaluation of instruction.

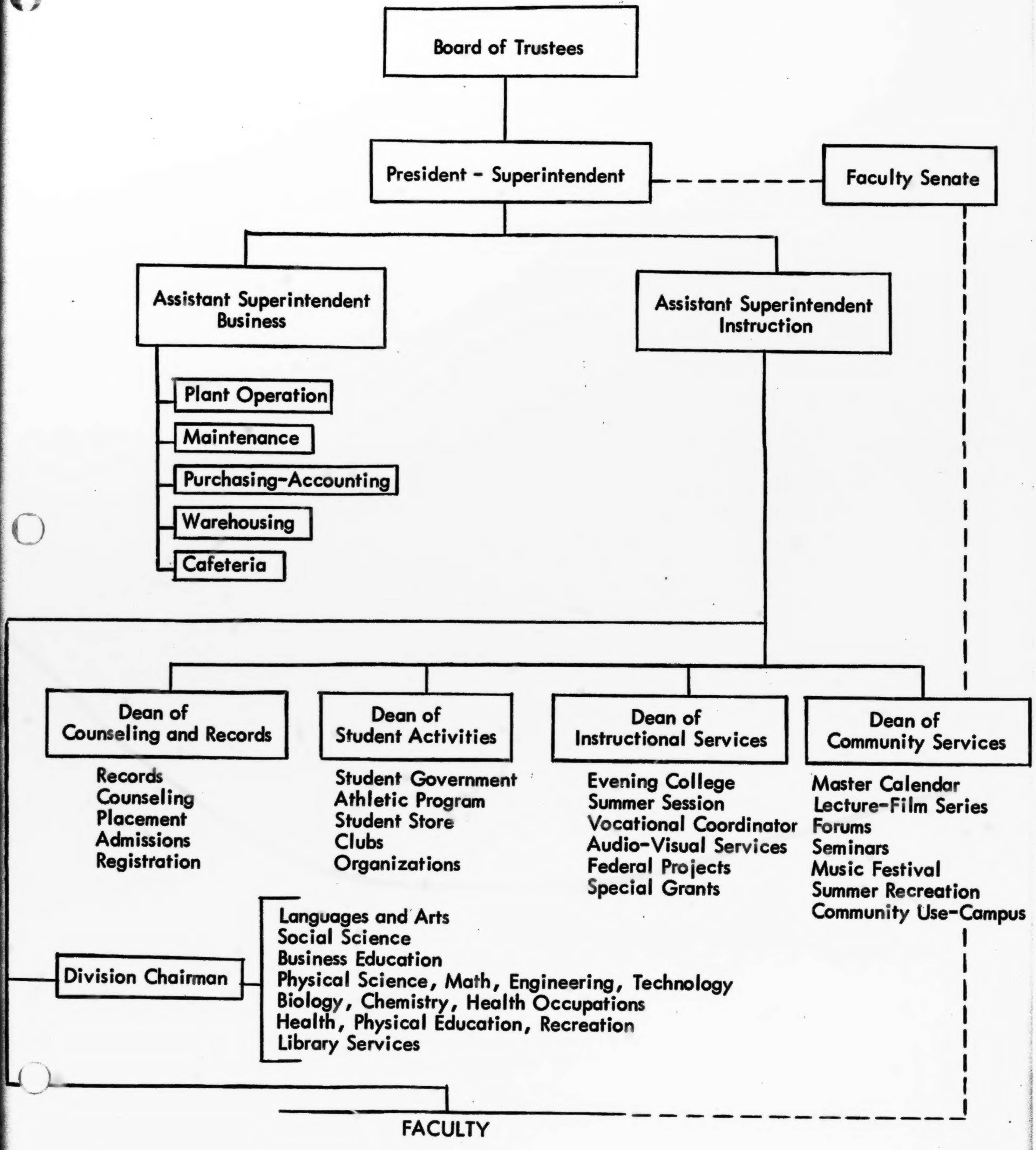
3. Curriculum Development
    - a. Recommend course patterns for majors and participate in course revision.
    - b. Cooperate with other department chairmen and with division heads in curricular planning.
    - c. Foster activities which will augment the educational program of the department, e.g., field trips, club activities, etc.
    - d. Assist the librarian in selecting library books and other instructional aids.

4. Guidance and Placement
    - a. Advise students and the placement office about job opportunities in the community and serve as a source of occupational information.

5. Additional Responsibilities
    - a. In addition to the above responsibilities common to all division and department chairmen, chairmen of the technical-vocational departments will:
        - (1) Confer frequently with representatives of business, industry, labor and agriculture to insure that the department's program is meeting current needs.
        - (2) Participate in the work of advisory groups.

CABRILLO COLLEGE

ORGANIZATIONAL CHART


Board of Trustees
President - Superintendent
Faculty Senate
Assistant Superintendent Business
Plant Operation
Maintenance
Purchasing-Accounting
Warehousing
Cafeteria
Assistant Superintendent Instruction
Dean of Counseling and Records
Records
Counseling
Placement
Admissions
Registration
Dean of Student Activities
Student Government
Athletic Program
Student Store
Clubs
Organizations
Dean of Instructional Services
Evening College
Summer Session
Vocational Coordinator
Audio-Visual Services
Federal Projects
Special Grants
Dean of Community Services
Master Calendar
Lecture-Film Series
Forums
Seminars
Music Festival
Summer Recreation
Community Use-Campus
Division Chairman
Languages and Arts
Social Science
Business Education
Physical Science, Math, Engineering, Technology
Biology, Chemistry, Health Occupations
Health, Physical Education, Recreation
Library Services
FACULTY

Division Chairman

Released Time:

Size of division staff:

1 - 5	No released time
6 - 15	1/5 released time
16 - 30	2/5 released time
31 or over	split the division

The complexity of division with regard to budget, equipment, special programs and related duties will also be reflected in the time allocation.

Responsibilities:

Assist in the determination of need and selection of new staff members.
Counsel with staff members regarding teaching procedures, testing techniques, grading and record keeping.
Assist in the preparation of teaching assignments including hours, room use and subjects.
Organize the presentation of the divisional budget.
Call regular divisional meetings for the purpose of communication, professional growth, and in-service training.
Be a resource person and aid to new teachers in finding answers to their teaching problems.
Provide leadership in the development of the curriculum of the division.
Coordinate the selection of texts.
Provide requested information regarding the classroom performance of staff membets.
Be responsible for the inventory, maintenance and security of facilities and equipment used by the division.
Work closely with the members of the high school staff in curriculum development and coordination.

Librarian. Responsibilities:

Supervise and direct the operation of the library in accordance with sound library practices.
Requisition new books for the library upon recommendation of staff and approval of the President.
Promote the effective use of available library materials.
Act as Chairman of the Library Committee.
Meet with the Division Chairmen at regular meetings.
Promote liaison with each instructional division.

C. DIVISION ORGANIZATION. The instructional departments of the college are organized into six principal divisions. Each division contains technical and vocational curricula.

Health, Physical Education and Recreation

Pre-Professional
Health
Intercollegiate Athletics
Co-Educational Activities
Men's Physical Education Activities
Women's Physical Education Activities

Languages and Arts

Art
English
Home Economics
Journalism
Languages
Music
Speech and Drama

Physical Science, Mathematics, Engineering, Technology

Earth Science
Engineering
Mathematics
Physics
Civil Highway Technology
Construction Technology
Drafting Technology
Electronics Technology
Electronics Servicing and Testing

Biology, Chemistry, Health Occupations

Chemistry
Life Science
Dental Assisting
Vocational Nursing
X-Ray Technology

Social Science

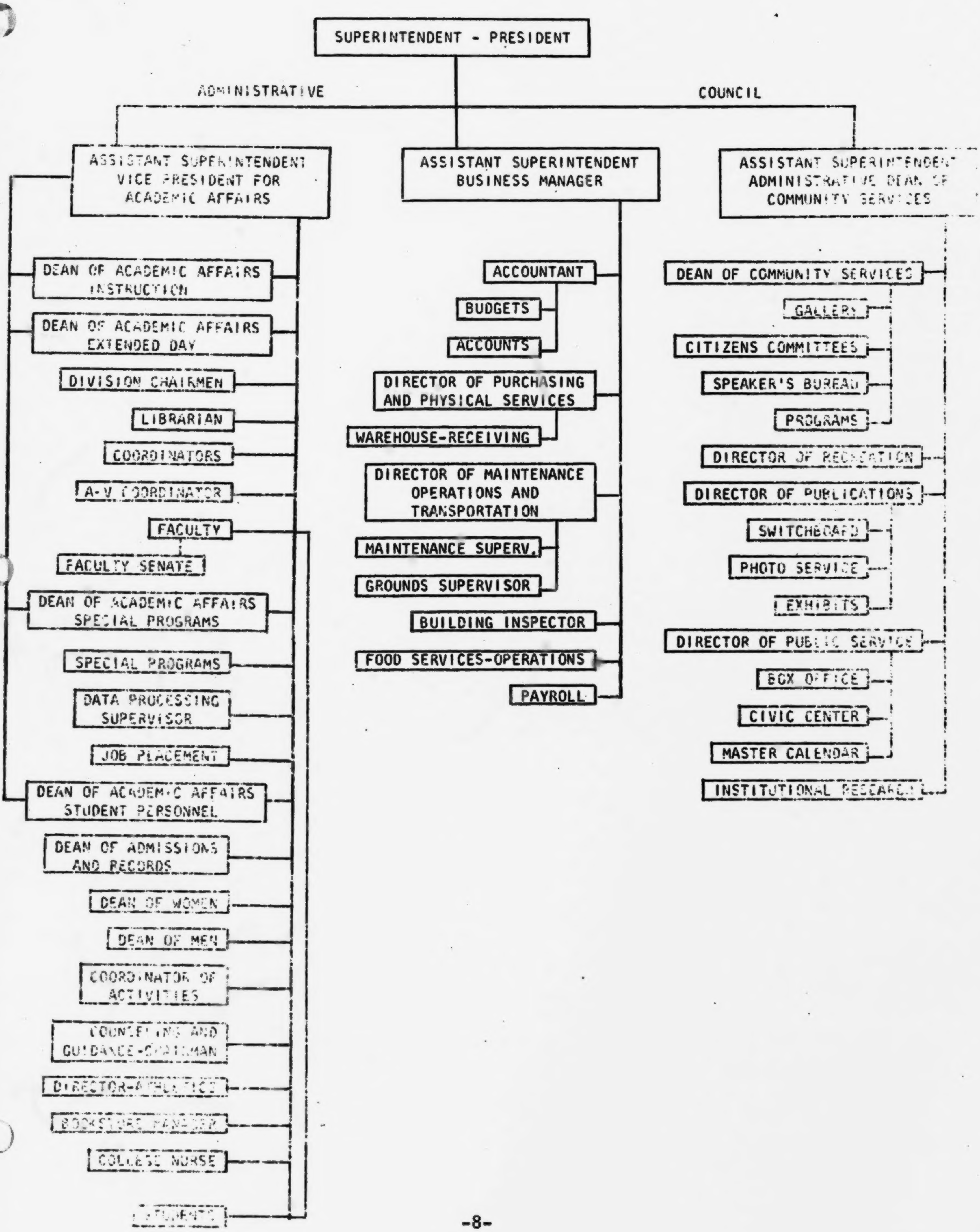
Anthropology
Economics
Education
History
Philosophy
Police Science
Political Science
Psychology
Sociology

Business Education

Accounting and Bookkeeping
General Business
Industrial Management
Medical Secretary
Merchandising
Real Estate
Secretarial and General Office

CERRITOS COLLEGE

ADMINISTRATIVE STRUCTURE


SUPERINTENDENT - PRESIDENT
ADMINISTRATIVE
COUNCIL
ASSISTANT SUPERINTENDENT VICE PRESIDENT FOR ACADEMIC AFFAIRS
ASSISTANT SUPERINTENDENT BUSINESS MANAGER
ASSISTANT SUPERINTENDENT ADMINISTRATIVE DEAN OF COMMUNITY SERVICES
DEAN OF ACADEMIC AFFAIRS INSTRUCTION
DEAN OF ACADEMIC AFFAIRS EXTENDED DAY
DIVISION CHAIRMEN
LIBRARIAN
COORDINATORS
A-V COORDINATOR
FACULTY
FACULTY SENATE
DEAN OF ACADEMIC AFFAIRS SPECIAL PROGRAMS
SPECIAL PROGRAMS
DATA PROCESSING SUPERVISOR
JOB PLACEMENT
DEAN OF ACADEMIC AFFAIRS STUDENT PERSONNEL
DEAN OF ADMISSIONS AND RECORDS
DEAN OF WOMEN
DEAN OF MEN
COORDINATOR OF ACTIVITIES
COUNSELING AND GUIDANCE-CHAIRMAN
DIRECTOR-ATHLETICS
BOOKSTORE MANAGER
COLLEGE NURSE
STUDENTS
ACCOUNTANT
BUDGETS
ACCOUNTS
DIRECTOR OF PURCHASING AND PHYSICAL SERVICES
WAREHOUSE-RECEIVING
DIRECTOR OF MAINTENANCE OPERATIONS AND TRANSPORTATION
MAINTENANCE SUPERV.
GROUNDS SUPERVISOR
BUILDING INSPECTOR
FOOD SERVICES-OPERATIONS
PAYROLL
DEAN OF COMMUNITY SERVICES
GALLERY
CITIZENS COMMITTEES
SPEAKER'S BUREAU
PROGRAMS
DIRECTOR OF RECREATION
DIRECTOR OF PUBLICATIONS
SWITCHBOARD
PHOTO SERVICE
EXHIBITS
DIRECTOR OF PUBLIC SERVICE
BOX OFFICE
CIVIC CENTER
MASTER CALENDAR
INSTITUTIONAL RESEARCH

DIVISION CHAIRMAN

Administer the affairs of the division including the following duties and responsibilities.

1. Be responsible for:
    - A. The Development of curriculum.
    - B. The improvement of instruction.
    - C. The Vertical In-Service Education Program.
    - D. The evaluation of instructors through conferences, classroom visitations, and written evaluations.
    - E. Securing substitute instructors and maintaining liaison with the Office of Academic Affairs.
    - F. Submission of course outlines.
2. Recommend:
    - A. The annual budget.
    - B. Schedule of classes.
    - C. Instructor assignments.
    - D. List of textbooks.
    - E. Assistant chairman and/or department chairmen to the Vice President for Academic Affairs.
    - F. To the Academic Cabinet employment of personnel.
3. Copies of annual report to Deans of Academic Affairs and Vice President for Academic Affairs.
4. Teach classes. Load determined by administrative policy.
5. Approve requests and requisitions.
6. Provide leadership for the professional growth of instructors.
7. Conduct division faculty meetings.
8. Assist in the articulation with high schools, colleges, business, industry, and the professions.
9. Serve on Curriculum Committee.
10. Perform other duties as may be assigned.

ASSISTANT DIVISION CHAIRMAN

1. Be responsible to the Division Chairman.
2. Assist the Division Chairman in carrying out his duties and responsibilities as stated in the job description.
3. Perform assigned responsibilities to be designated by the Division Chairman.

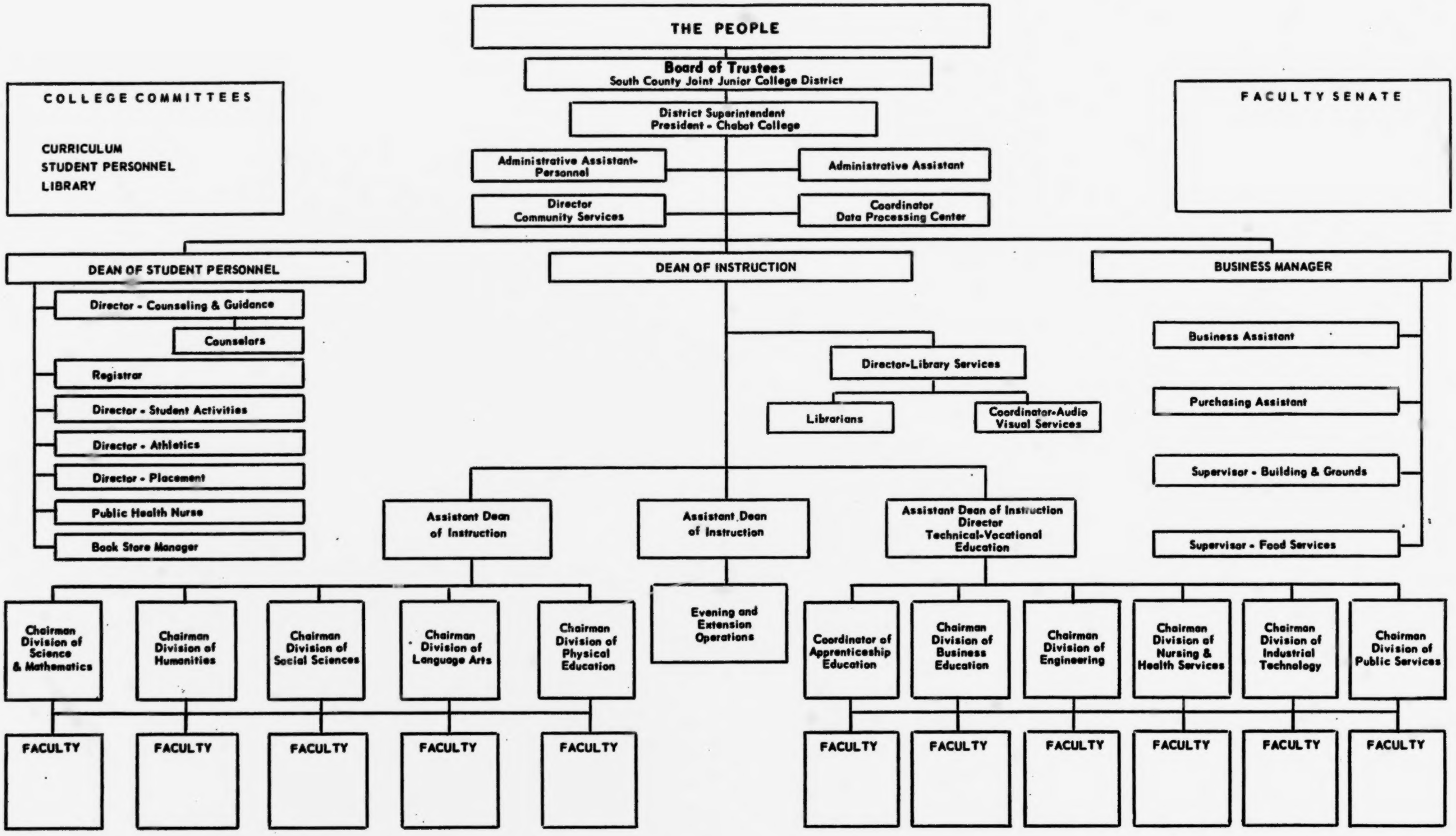
DEPARTMENT CHAIRMAN

1. Be responsible to the Division Chairman.
2. Assist in carrying out departmental responsibilities as assigned by the Division Chairman.

SOUTH COUNTY JOINT JUNIOR COLLEGE DISTRICT OF ALAMEDA COUNTY AND CONTRA COSTA COUNTY

CHABOT COLLEGE

CHART OF ORGANIZATION


THE PEOPLE
Board of Trustees
South County Joint Junior College District
District Superintendent
President - Chabot College
COLLEGE COMMITTEES
CURRICULUM
STUDENT PERSONNEL
LIBRARY
FACULTY SENATE
Administrative Assistant-Personnel
Administrative Assistant
Director
Community Services
Coordinator
Data Processing Center
DEAN OF STUDENT PERSONNEL
DEAN OF INSTRUCTION
BUSINESS MANAGER
Director - Counseling & Guidance
Counselors
Registrar
Director - Student Activities
Director - Athletics
Director - Placement
Public Health Nurse
Book Store Manager
Director-Library Services
Librarians
Coordinator-Audio Visual Services
Business Assistant
Purchasing Assistant
Supervisor - Building & Grounds
Supervisor - Food Services
Assistant Dean of Instruction
Assistant Dean of Instruction
Assistant Dean of Instruction
Director
Technical-Vocational Education
Chairman Division of Science & Mathematics
Chairman Division of Humanities
Chairman Division of Social Sciences
Chairman Division of Language Arts
Chairman Division of Physical Education
Evening and Extension Operations
Coordinator of Apprenticeship Education
Chairman Division of Business Education
Chairman Division of Engineering
Chairman Division of Nursing & Health Services
Chairman Division of Industrial Technology
Chairman Division of Public Services
FACULTY
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FACULTY

CHABOT COLLEGE

SOUTH COUNTY JOINT JUNIOR COLLEGE DISTRICT
OF ALAMEDA COUNTY AND CONTRA COSTA COUNTY

Administrative
Position Description

Position

DIVISION CHAIRMEN

General Description

Division Chairmen are responsible for the direction and supervision of curriculum and instruction in their Divisions, including liaison between faculty and administration. Each is responsible directly to the appropriate Assistant Dean of Instruction.

Duties and Responsibilities

The Division Chairmen shall:

1. Supervise and provide assistance and resources to instructors.

2. Foster and maintain high standards of instruction.

3. Be responsible for framing the objectives of the curriculum of the division and for the divisional consideration and evaluation of course proposals.

4. Assist in the preparation of and recommend course objectives and course outlines for each divisional offering.

5. Recommend instructor and room assignments and provide other information for the Class Schedule. Assist in administering the Class Schedule.

6. Assist in the selection and evaluation of faculty in the division and provide for appropriate faculty involvement in the selection process.

7. Carry out a program of orientation and in-service education for all instructors in the division.

8. Provide lists of acceptable substitute instructors to the appropriate Assistant Dean.

9. Direct and supervise the employment and performance of classified personnel, including student clerical and laboratory assistants.

10. Assist in preparing the College Catalog.

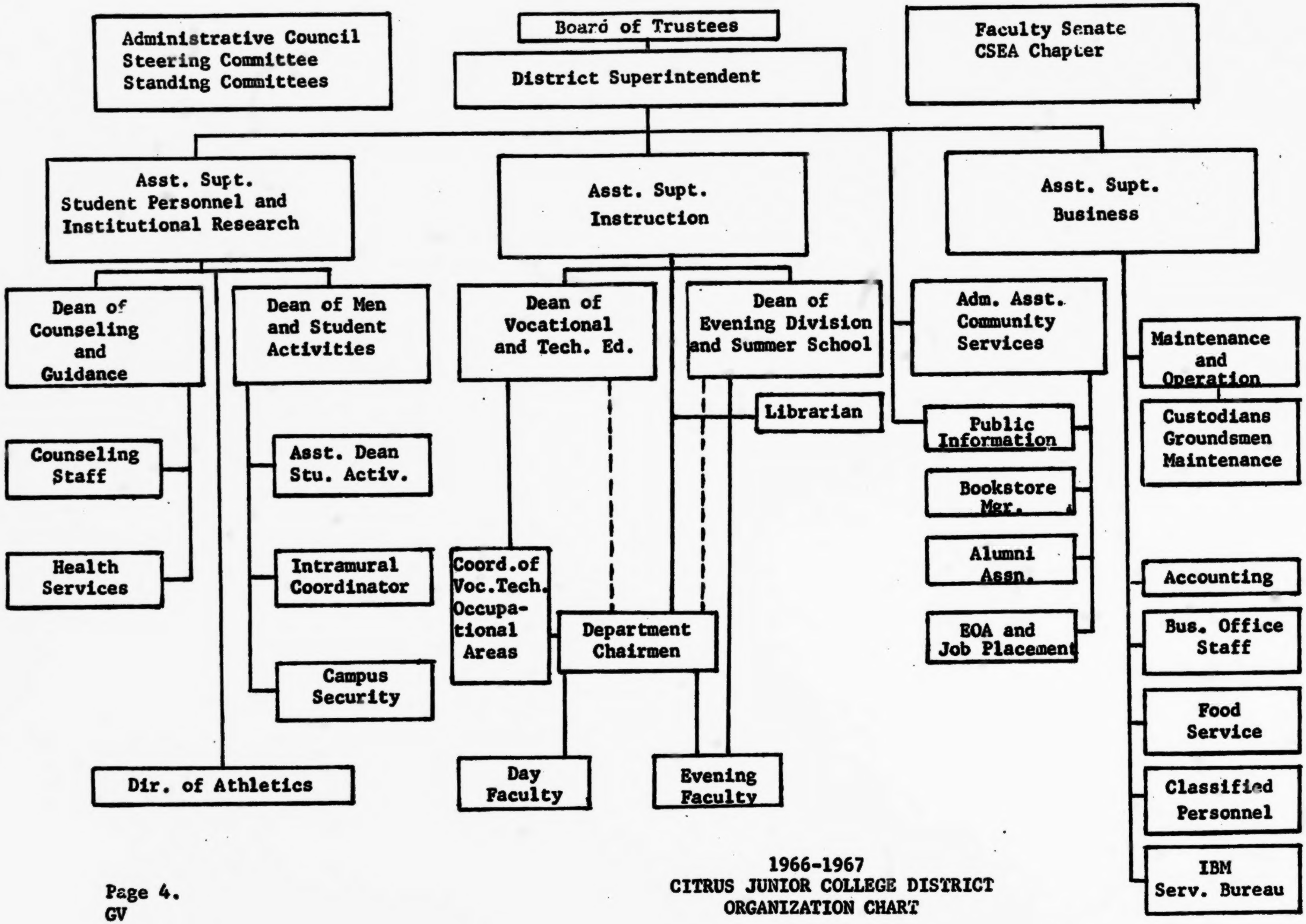
11. Establish liaison with part-time faculty members and relate them to appropriate division activities.

12. Recommend textbooks and lists of special supplies and process requisitions.
13. Prepare and recommend the annual budget request for the division. Administer assigned segments of the budget.
14. Approve requisitions for supplies and equipment.
15. Assumes general responsibility for division equipment and supplies and facilities assigned to the division.
16. Provide basic data for applications for federal and state grants in areas of curriculum and instruction.
17. Foster the development and use of the library and consult with the librarians regarding the library collection.
18. Provide basic information required for federal and state reports.
19. Stimulate faculty to maintain liaison with their subject matter counterparts in high schools, colleges and universities.
20. Foster experimentation by the faculty with new teaching technology and methods of instruction.
21. Encourage and facilitate close relationships between the divisional faculty and the Student Personnel Office and provide necessary counseling and guidance information.
22. Perform all other related and implied duties and such others as may be assigned by the Superintendent-President.

Appointment

The Division Chairmen shall be elected by the Governing Board upon the nomination of the Superintendent-President.

Revised 10/65/bd


Administrative Council
Steering Committee
Standing Committees
Board of Trustees
District Superintendent
Faculty Senate
CSEA Chapter
Asst. Supt.
Student Personnel and
Institutional Research
Asst. Supt.
Instruction
Asst. Supt.
Business
Dean of
Counseling
and
Guidance
Dean of Men
and Student
Activities
Dean of
Vocational
and Tech. Ed.
Dean of
Evening Division
and Summer School
Adm. Asst.
Community
Services
Maintenance
and
Operation
Custodians
Groundsmen
Maintenance
Librarian
Public
Information
Counseling
Staff
Asst. Dean
Stu. Activ.
Bookstore
Mgr.
Health
Services
Intramural
Coordinator
Coord.of
Voc.Tech.
Occupa-
tional
Areas
Alumni
Assn.
Accounting
Department
Chairmen
EOA and
Job Placement
Bus. Office
Staff
Campus
Security
Food
Service
Dir. of Athletics
Day
Faculty
Evening
Faculty
Classified
Personnel
IBM
Serv. Bureau

1966-1967
CITRUS JUNIOR COLLEGE DISTRICT
ORGANIZATION CHART

Page 4.
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DEPARTMENT CHAIRMEN

Appointment

1. Department chairmen are appointed by the President upon the recommendation of the Administrative Council.

Responsibility

1. Department chairmen are responsible to the office of instruction.

Tenure of Office

1. Appointment is made for an indefinite period of time with annual evaluation.

Duties

The department chairman shall be responsible for promoting, organizing and coordinating the program in his department for the day, evening and summer session. He shall perform the following duties:

1. Educational Functions

    (a) Recommend curriculum changes.

    (b) Prepare new course outlines and revise current outlines as necessary.

    (c) Assist with catalog revision.

    (d) Recommend teacher assignments and class loads.

    (e) Participate in the selection of department personnel.

    (f) Select texts and make requests for library materials.

    (g) Make requests for Federal and State financial grants.

    (h) Participate in the evaluation of staff - at least one visit per semester for each evening part-time teacher with conference and a written report to the office of instruction.

    (i) Work with advisory committees.

    (j) Work continuously with department members for improvement of instruction through in-service education.

    (k) Supervise summer session instruction when employed as a summer school teacher.

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(2nd page)

2. Staff Functions

   (a) Call staff meetings as needed (minimum of four (4) each with minutes of meetings given to office of instruction).

   (b) Conduct orientation meeting before the beginning of each semester with part-time evening staff.

   (c) Maintain regular office hours on regular school days.

3. Business Functions

   (a) Prepare an annual departmental budget.

   (b) Submit specification and bid lists for equipment.

   (c) Select bid items which meet specifications and departmental needs.

   (d) Make an annual departmental inventory.

   (e) Order departmental supplies.

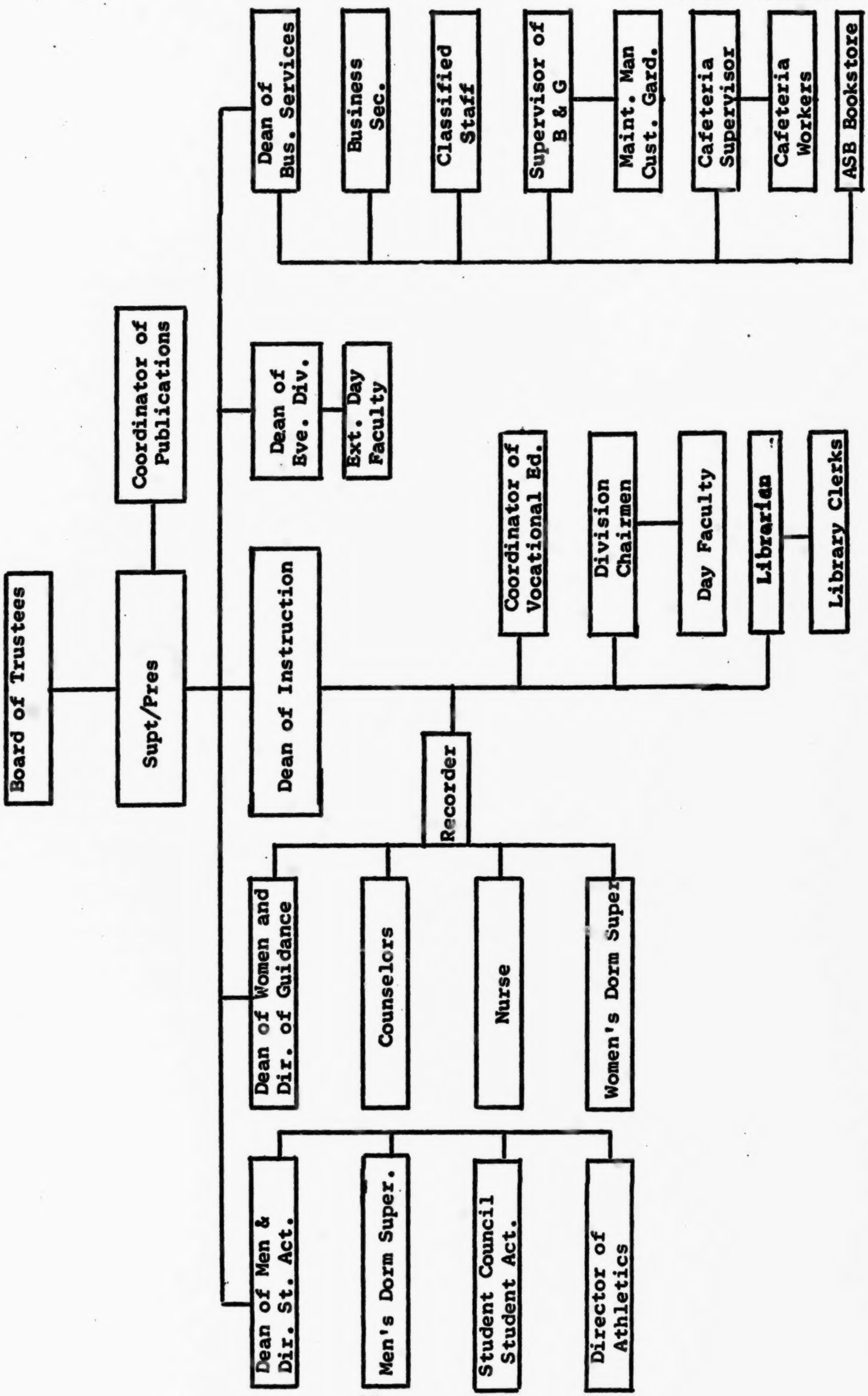
   (f) Assist with the development of building plans.

   (g) Recommend the hiring of needed part-time classified employees - i.e. readers, clerks, etc.

   (h) Approve conference attendance for members of department, (sending the application form to the President's office one month prior to date of conference).

Approved 3/4/64

COALINGA COLLEGE

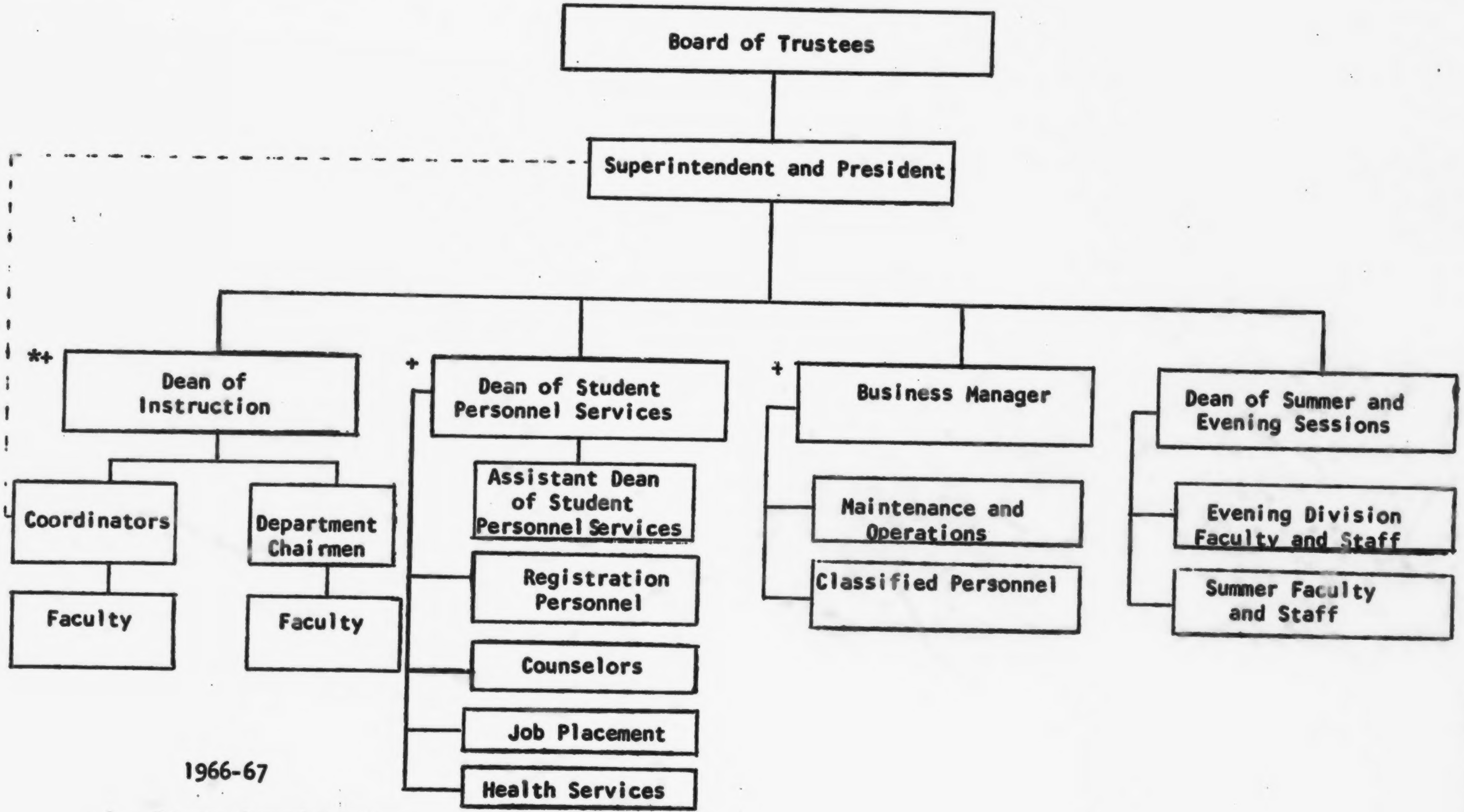

Board of Trustees
Supt/Pres
Coordinator of Publications
Dean of Bus. Services
Business Sec.
Classified Staff
Supervisor of B & G
Maint. Man Cust. Gard.
Cafeteria Supervisor
Cafeteria Workers
ASB Bookstore
Dean of Eve. Div.
Ext. Day Faculty
Dean of Instruction
Coordinator of Vocational Ed.
Division Chairmen
Day Faculty
Librarian
Library Clerks
Recorder
Dean of Women and Dir. of Guidance
Counselors
Nurse
Women's Dorm Super
Dean of Men & Dir. St. Act.
Men's Dorm Super.
Student Council Student Act.
Director of Athletics

DIVISION HEADS: DUTIES AND RESPONSIBILITIES

1. Conduct monthly staff meetings, and submit minutes of each meeting with any recommendations to the Dean of Instruction.
2. Serve as members of the Curriculum Committee and the Library Committee.
3. Be available for consultation and for providing information needed by individual administrators within the scope of their respective duties.
4. Teach assigned classes and maintain established office hours as approved by the Dean of Instruction.
5. Responsibility to the Dean of Instruction for the following:
    a. Promotion, organization, development, coordination, evaluation and recommendations for revisions in the instructional programs within their divisions, and the development of current course outlines for all courses within their divisions.
    b. Facilitation of liaison between division members and instructors of similar subject matter fields in district high schools and neighboring colleges.
    c. Coordination of follow-up studies of students within their division.
    d. Accept responsibility for registration activities, as assigned by the dean of Instruction.
6. Responsibility to the Dean of Business Services for the following:
    a. After reviewal and approval of budget requests from members of their division, recommendations for the purchase of these supplies and equipment.
    b. Review textbooks being used and make recommendations for additions or change in the list of official adoptions.
    c. Be responsible for receiving from all instructors in his division the inventory of all property assigned to the division.
7. Shall be aware of the responsibilities of other personnel assigned to him and respond accordingly.

Revised 8/66

COMPTON JUNIOR COLLEGE DISTRICT
ORGANIZATION CHART


Board of Trustees
Superintendent and President
*+
Dean of Instruction
Coordinators
Faculty
Department Chairmen
Faculty
+
Dean of Student Personnel Services
Assistant Dean of Student Personnel Services
Registration Personnel
Counselors
Job Placement
Health Services
+
Business Manager
Maintenance and Operations
Classified Personnel
Dean of Summer and Evening Sessions
Evening Division Faculty and Staff
Summer Faculty and Staff

1966-67

* - Deputy Superintendent
+ Also Assistant Superintendent

10. Department Chairmen

Department Chairmen are appointed by the President of the College and hold office subject to reappointment. The Dean of Instruction works closely with the Department Chairmen in their areas:

Business	Mr. Jerry Valenta
English	Mrs. Ruth Lewis
Foreign Language	Mr. Martin Rauhut
Industrial Technology	Mr. Roger Beam
Library	Mr. Lloyd DeGarmo
Life Science	Dr. Joseph Stubblefield

Mathematics	Mr. Frisby Lockard
Music	Mr. Martin Rauhut
Nursing	Mrs. Alice Greenough
Physical Education (Men)	Mr. Raymond C. Brown
Physical Education (Women)	Miss Louella Daetweiler
Physical Science	Mr. Victor Hunsaker
Social Science	Dr. Kenneth Umstead

Department Chairmen are, in their special areas, the advisers and consultants to the administration. They occupy these positions by their acquaintanceship with the community and its educational program, their breadth of training and their knowledge of their special areas, and their concern for the over-all development of sound college services to the students of the community. Their final concern must be for the welfare of the College, the general college program, and their interest and concern in the success of the individual faculty members in their areas. They will also have the following responsibilities:

a. General

(1) To interpret to their departmental staffs the educational philosophy of the College and to assist in implementing this philosophy through the curricula and the instructional program

(2) To advise their departmental staffs as to administrative policy and to conduct the activities of their departments within that policy

(3) To foster coordination and mutual understanding among the departments of the College

(4) To foster democratic procedures within the department and in the classroom

(5) To assume leadership in cultivating within the department a positive, alert, creative, professional attitude on educational matters, both within and without the College

b. Administration

(1) To serve on such committees as requested by the administration

(2) To call regular departmental meetings, as directed by the administration, to appoint study committees

within the department and to report by written minutes to the administration the activities and recommendations of these groups; and to bring to the department for recommendation or action problems and proposals as requested by the administration

(3) To complete and submit reports requested by the administration and to maintain adequate departmental records as requested; to assist and advise their faculty members in the making of official records

(4) To assist in the making of the annual budget and to aid in the supervision of the budget through review of requisitions, and to act as adviser to the administration in the purchasing of technical materials requested by their area, always keeping in mind that expenditure of funds should aim for the greatest educational value and the wisest expenditure of public monies

(5) To aid in the management and development of the physical plant, maintaining the security of their areas, recommending for its maintenance and repair, and proposing and advising for its modification or enlargement to meet instructional needs

c. Curriculum Development

(1) To act as a continuing member of the Curriculum Committee

(2) To assist in the revision of the catalog and preparation of other published material related to the instructional program

(3) To bring to the departmental staff statements and and interpretations of student characteristics and needs as determined by the Dean of Student Personnel Services as a basis of curricular changes and improvement of instruction

(4) To recommend the sequence of courses composing a curriculum and to aid in coordinating the activities of the departments involved

(5) To serve when requested in liaison with other junior colleges, the state colleges, and the universities, of with lay committees of the community, to ensure the validity of the College offerings

d. Instruction

(1) To assist in the development, supervision, and coordination of all courses in their area

(2) To stimulate improvement of teaching techniques, devices, and methods within their area

(3) To stimulate the use of library resources, audio-visual materials, and other aids to instruction

(4) To recommend the adoption of texts and other instructional materials

(5) To assist in the formulation and administration of a continuous program of evaluation of instruction in their department and the College as a whole

(6) To aid in the maintenance of grading standards and recommend practice and policy

(7) To aid in the formulation and administration of adequate testing programs, both placement and evaluation, within their areas

(8) To transmit to the department the statement of success of graduates or others, either at other institutions or in the vocational field

(9) To assist in the formulation of the class schedule

e. Personnel Matters

(1) To assist in the determination of staff by indicating skills needed to maintain an adequate faculty to meet the programs of the department

(2) To advise on the selection of staff by participating in the interview of candidates to evaluate the candidate's technical qualifications in his field, recognizing that final choice rests with the administration

(a) The department chairman's primary responsibility is to be concerned with the qualifications of the prospective faculty member as might apply to his general and specific training in the area of the division involved. The department chairman will be given full opportunity to evaluate the candidate through screening of correspondence and the papers provided by placement services. He will be expected, if he is present and available in the community, to sit in on the interview. He will be asked to evaluate the candidate's scholastic training, his experience, his professional attitude, and his personality. The department chairman's recommendation will be given very serious consideration by the Dean of Instruction and the President before any appointments are made. The Dean of the Evening Division will coordinate with department chairmen to the greatest extent possible regarding employment of certificated personnel for summer and evening sessions. Final judgment, however, lies with the President, as indicated above.

(b) It will be the responsibility of the department chairmen to give to the Dean of Instruction a written list of additional personnel which the chairman feels will be needed in the ensuing year and to identify the services which such additional faculty members would be expected to render. The department chairmen are available to faculty members in their areas for help and assistance in educational problems

(3) To assist in the evaluation of probationary faculty members

(4) To advise on the assignment of faculty members, to secure the maximum use of their skills and to ensure professional growth

(5) To assist in the administration of personnel policies, absences, office hours, professional relationship of staff, teaching load, etc.

(6) To assist in the formulation and administration of an in-service training program or programs

f. Counseling and Placement

To encourage their instructional staff to utilize fully the services of the specialized counselor and the counseling services in order to improve service to the student

g. Evening Services

(1) To assist the Dean of the Evening Division in the proposal and formulation of courses for adults

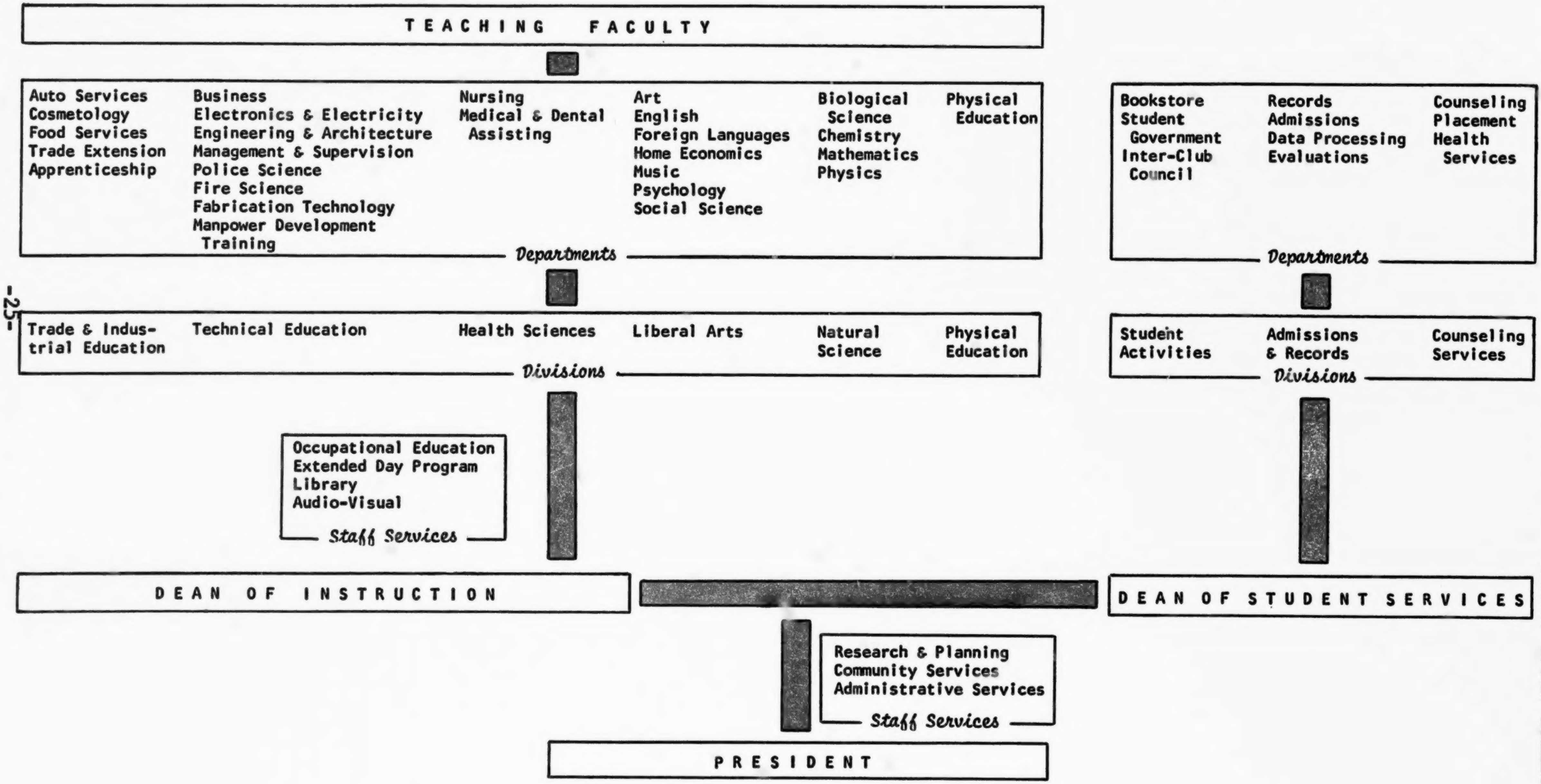
(2) To assist the Dean of the Evening Division in the selection of faculty members, scheduling and direction of all courses for adults and in the utilization of the physical plant during the evening hours

(3) To assist the Dean of the Evening Division in the articulation of the summer and evening programs

(4) To assist the Dean of the Evening Division in the orientation and guidance of part-time faculty members in matters related to curriculum, testing and grading

CONTRA COSTA COLLEGE
San Pablo, California

Chart of Organization


TEACHING FACULTY
Auto Services
Cosmetology
Food Services
Trade Extension
Apprenticeship
Business
Electronics & Electricity
Engineering & Architecture
Management & Supervision
Police Science
Fire Science
Fabrication Technology
Manpower Development Training
Nursing
Medical & Dental Assisting
Art
English
Foreign Languages
Home Economics
Music
Psychology
Social Science
Biological Science
Chemistry
Mathematics
Physics
Physical Education
Departments
Trade & Industrial Education
Technical Education
Health Sciences
Liberal Arts
Natural Science
Physical Education
Divisions
Occupational Education
Extended Day Program
Library
Audio-Visual
Staff Services
DEAN OF INSTRUCTION
Bookstore
Student Government
Inter-Club Council
Records
Admissions
Data Processing
Evaluations
Counseling
Placement
Health Services
Departments
Student Activities
Admissions & Records
Counseling Services
Divisions
DEAN OF STUDENT SERVICES
Research & Planning
Community Services
Administrative Services
Staff Services
PRESIDENT

Chairmen of Instructional Departments

The department chairman will be responsible for:

Assisting in the developing and maintaining of departmental academic standards in accordance with the philosophy and objectives of the College.

Assisting in the planning, developing, coordinating, and evaluation of the curriculum of the department for the Day and Extended Day Programs.

Participating in the recruiting, interviewing, and the recommending of new departmental day and extended day staff members to the division chairman as provided by College policies and procedures.

Assisting in supervising and evaluating probationary departmental day and extended day staff members as provided by College policies and procedures.

Assembling and submitting departmental budgets for the Day and Extended Day Programs.

Recommending and approving departmental purchase requests.

Maintaining departmental records and inventory controls as required by College policies and procedures.

Acquiring adequate and current library, audio-visual, and instructional material resources.

Assisting in student recruitment for the department.

Assisting in the preparation of departmental reports and proposals for grants and aid under federal, state, or other assistance programs.

Assisting in preparing the class schedule for the Day and Extended Day Programs of the department.

Coordinating textbook deletions and selections.

Recommending attendance at conferences.

Coordinating the development and revision of course outlines.

Orienting new staff members.

Supervising student and classified employees within the department.

Coordinating the student advisor system with the student services of the College.

Fulfilling such other responsibilities as may be delegated by the director of the division.

CONTRA COSTA COLLEGE
2801 CASTRO ROAD
SAN PABLO, CALIFORNIA

Director of Liberal Arts and Natural Science Divisions:

Responsible for the planning, development, coordination and evaluation of the curriculum in the Liberal Arts and Natural Science Divisions.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Liberal Arts and Natural Science Divisions.

Responsible for the assembling and submission of the divisional budgets.

Responsible for the approval of departmental purchase requests.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

Director of Technical Education Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Technical Education Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Technical Education Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Cooperates in providing liaison in instructional and curricular matters with high schools of the area in designated technical education fields.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

Director of Trade and Industrial Education Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Trade and Industrial Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Trade and Industrial Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Maintains liaison with appropriate trade and industrial groups concerning the initiation, recruitment, maintenance furtherance, and evaluation of instruction in courses or course patterns pertaining to their respective fields.

Cooperates in providing liaison in instructional and curricular matters with high schools of the area in designated trade and industrial fields.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

Director of Health Sciences Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Health Sciences Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Health Sciences Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Responsible for maintaining effective lines of communication between the College and the health and designated service groups in the community.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

Director of Physical Education and Athletics Division:

Responsible for the planning, development, coordination, and evaluation of the curriculum in the Physical Education and Athletics Division.

Responsible for the recruitment and recommendation to the Dean of Instruction of new divisional staff members.

Responsible for the supervision and evaluation of divisional staff members.

Responsible for the planning, utilization and evaluation of equipment and physical facilities in the Physical Education and Athletics Division.

Responsible for the assembling and submission of the divisional budget.

Responsible for the approval of departmental purchase requests.

Accepts such other responsibilities as may be delegated by the Dean of Instruction.

Director of Student Activities Division:

Responsible to the Dean of Student Services for the planning, development, coordination, supervision and evaluation of the co-curricular program.

Gives immediate supervision to the following co-curricular activities: Student Council, Inter-Club Council, student publications, student bookstore, student funds, freshman orientation, student transportation and student housing.

Advises, coordinates and supervises all student organizations and faculty sponsors of such organizations.

Serves as the College representative with the California Student Government Association.

Responsible for scheduling events which take place in the Student Center.

Supervises student use of Student Center facilities.

Accepts such other responsibilities as may be delegated by the Dean of Student Services.

Director of Counseling Services Division:

Responsible to the Dean of Student Services for interchange of information between the College and high schools within the service area of the College.

Responsible for directing a follow-up program of transfer students to other four-year colleges with frequent reports to faculty and administration concerning the success of these transfer students in upper division programs.

Administers a program of financial aids, scholarships and loans for the College students.

Supervises the program of educational and occupational information to be used by students and counselors.

Serves as the College representative in answering routine inquiries and letters of recommendation regarding students.

Responsible for the planning, development, coordination, and evaluation of the Counseling Services Division.

Assigns and supervises the extra duty positions available to the counseling staff in the Extended Day and Summer Programs.

Develops and coordinates a program of orientation and in-service training for new and continuing staff members.

Responsible for the supervision and evaluation of departmental staff members in cooperation with the Dean of Student Services.

Coordinates the use of staff consultant and referral resources.

Assists in the preparation of informational brochures concerning counseling services.

Responsible for the preparation and submission of various applications and reports involved in financial aids.

Participates in formulation of the Student Services Policy.

Accepts such other duties as may be delegated by the Dean of Student Services.

Director of Admissions and Records Division:

Responsible to the Dean of Student Services for the planning, coordination, supervision and evaluation of the admissions, registration records and other functions of this office.

Maintains appropriate attendance and enrollment data.

Prepares attendance reports as required.

Maintains individual student records and such other attendance and academic records as required by law.

Responsible for the evaluation of students' previous work.

Consults on selective service deferments, and processes all materials required by this agency.

Determines and reports to the Dean of Student Services on athletic eligibility.

Determines and reports to the Dean of Student Services those students eligible for the Associate Degree, and to the Dean of Instruction those eligible for Certificates of Achievement.

Provides data for local, state, and national reports and surveys.

Responsible to the Dean of Student Services for registration procedures.

Certifies eligibility of students to governmental agencies, such as for veterans' benefits and social security benefits.

Accepts such other responsibilities as may be delegated by the Dean of Student Services.

Director of Occupational Education

The Director of Occupational Education shall function in a staff capacity to the Dean of Instruction, and shall:

Organize and develop occupational programs in response to educational and community needs in cooperation with the department chairmen and divisional directors.

Maintain liaison with the appropriate offices in the State Department of Education.

Assist in the development of community and industrial contacts on behalf of the occupational programs.

Assist in the coordination of the functions and activities of the divisions engaged in occupational education programs.

Assist in the preparation of brochures and other public relations materials related to occupational education.

Assist in the determination of skill and technical requirements that affect instructional programs in cooperation with divisional directors and departmental chairmen.

Maintain liaison with the California State Employment Services, the Division of Apprenticeship Standards and other agencies concerned with occupational education.

Participate in regional and state-wide vocational education planning with state and federal agencies.

Assist with the organization and functions of advisory committees as related to occupational programs.

Be responsible for the preparation and submission of the appropriate state and federal reports of the Occupational Division.

Coordinate the Kaiser Foundation Student Nursing Program with the Contra Costa College academic program.

Perform such other duties as may be delegated by the Dean of Instruction.

Director of the Extended Day Program

The Director of the Extended Day Program shall function in a staff capacity to the Dean of Instruction, and shall:

Be responsible for the planning, development, coordination, supervision and evaluation of the program for extended day students, and of the summer session, in cooperation with the directors of divisions.

Coordinate and supervise the work of assistants assigned to the program for extended day and summer session students.

Submit to the Dean of Instruction budget recommendations for the program for extended day and summer session students.

Serve as counselor to extended day and summer session students as time permits.

Administer the College during the hours of 5 p.m. and 10 p.m., Monday through Thursday, inclusive.

Accept such other responsibilities as may be delegated by the Dean of Instruction.

Director of Community Services

The Director of Community Services shall function in a staff capacity to the President, and shall:

Be responsible for the coordination, development, supervision, and evaluation of the Community Services Program.

Be responsible for the preparation of news releases and other written media.

Provide the leadership for the concert and lecture series.

Coordinate all other lectures, workshops, symposiums, etc.

Assume such other duties as assigned by the President.

Director of Research and Planning

The Director of Research and Planning shall function in a staff capacity to the President, and shall:

Be responsible for coordinating campus and facility planning activities.

Be responsible for directing a program of institutional research.

Be responsible for acquiring information about new developments in higher education with reference to sources of state and federal funds, and for preparing applications for such funds.

Be responsible for preparing and submitting special reports and responding to questionnaires.

Assume such other duties as assigned by the President.

Director of Administrative Services

The Director of Administrative Services shall function in a staff capacity to the President, and shall:

Plan and organize the business activities of the College under the direction of the President.

Coordinate the preparation of the annual budget and maintain records of College expenditures.

Process all requisitions and requests for supplies, equipment and services originating at the College.

Be responsible for the collection and deposit of all funds, except bookstore accounts, collected by the College.

Supervise the personnel involved in the business affairs of the College, including the PBX operator.

Supervise the Production Laboratory.

Supervise the operation of the College cafeteria, exclusive of its instructional use.

Be responsible for the operation, maintenance, repair and upkeep of College buildings, property, and equipment.

Interview all applicants for classified positions and supervise the initial testing and screening before placing names of those selected on the list of qualified applicants.

Supervise the preparation of the College payrolls.

Direct enforcement of College parking and traffic rules and regulations.

Provide for the transportation of students and other College personnel.
Supervise all use of all College vehicles.

Perform such other duties as may be designated by the President.

Coordinator of Management and Supervision

The Coordinator of Management and Supervision shall function as a department chairman in the Division of Technical Education, and shall:

Be responsible for the promotion and development of the District-wide program of Management and Supervisory Training.

Be responsible for maintaining effective lines of communication with industrial, business, and governmental groups within the community and within the field of management and supervisory training.

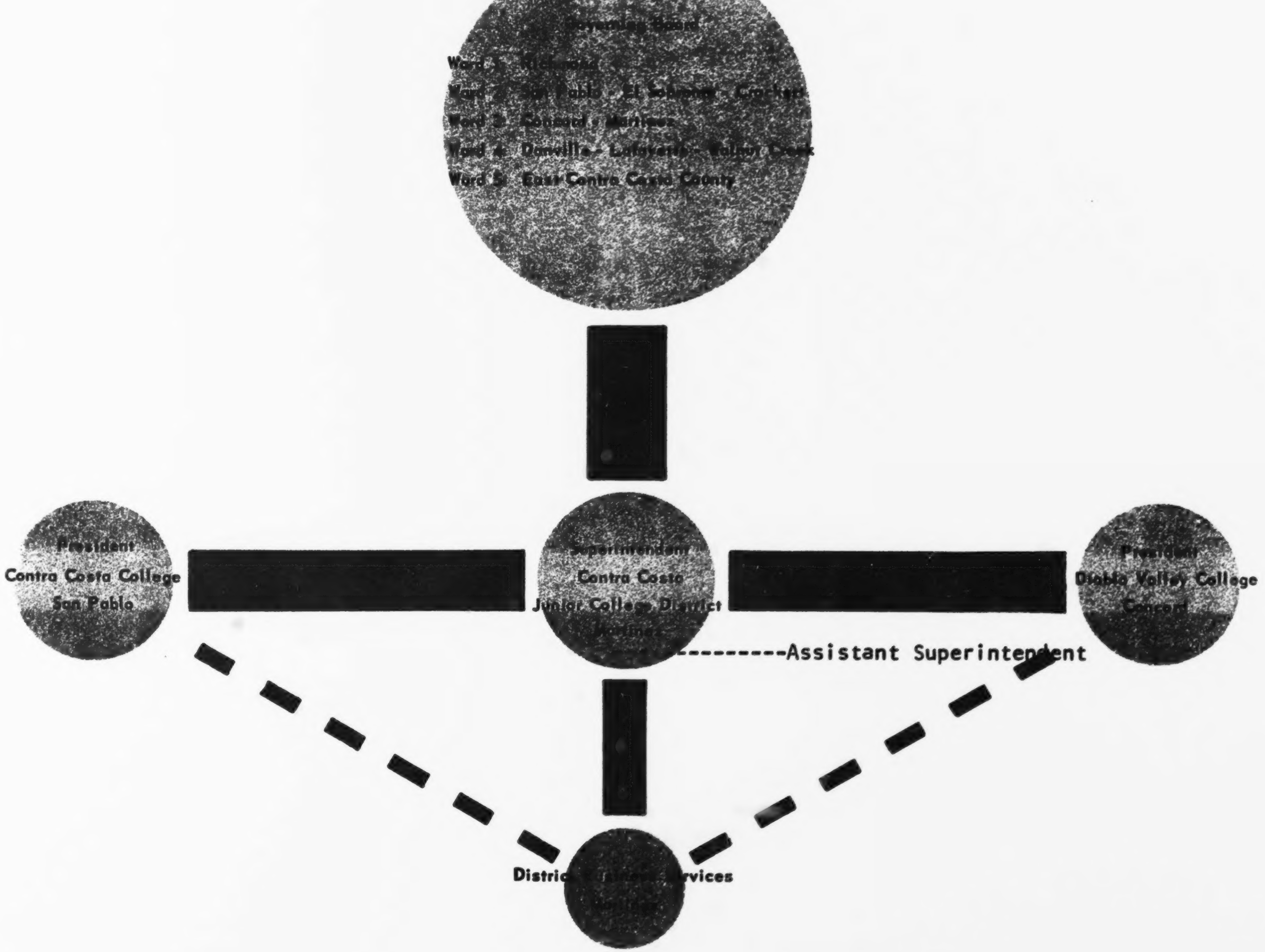
Be responsible for assistance in the development of the Management and Supervision Program; instruction in classes in supervisory training; assistance in the selection of instructors in the Management and Supervision Program; assistance in the supervision of instructors assigned to the Management and Supervision Program; serving as the school representative to work with the appropriate advisory committees.

Cooperate with College counseling and guidance staff and assist in the registration of management and supervision students.

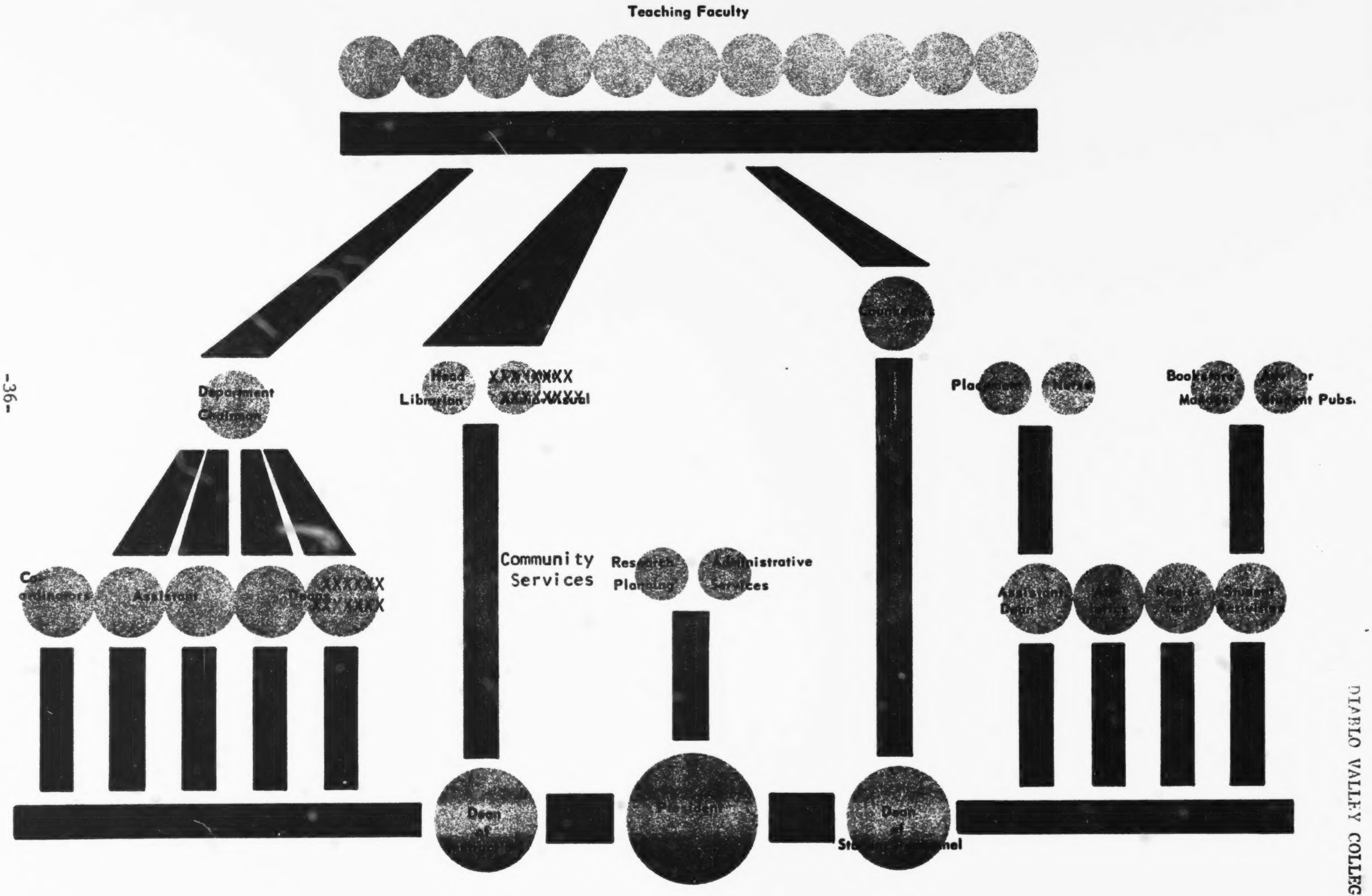
Maintain effective public relations through personal contacts at industrial plants, business agencies, and governmental agencies for the efficient promotion, establishment, and operation of the College's Management and Supervision Program.

Accept such other assignments as may be delegated by the Dean of Instruction.

CONTRA COSTA JUNIOR COLLEGE DISTRICT
Chart Of Organization


Governing Board
Ward 1: Richmond
Ward 2: San Pablo - El Sobrante - Crockett
Ward 3: Concord - Martinez
Ward 4: Danville - Lafayette - Walnut Creek
Ward 5: East Contra Costa County
Superintendent
Contra Costa
Junior College District
Martinez
---------Assistant Superintendent
President
Contra Costa College
San Pablo
President
Diablo Valley College
Concord
District Business Services

DIABLO VALLEY COLLEGE
Chart of Organization


Teaching Faculty
Department Chairman
Head Librarian
XXXXXXXX
XXXXXXXXual
Co-ordinators
Assistant
Deans XXXXXX XXXXXX
Community Services
Research Planning
Administrative Services
Counselors
Placement
Nurse
Bookstore Manager
Adviser for Student Pubs.
Assistant Dean
Registrar
Student Activities
Dean of
President
Dean of Student Personnel

SECTION 1.9

SUBJECT AREA COMMITTEES: THE DEPARTMENTS

The advisory committees established for the advancement and development of teaching fields are known as departments. These committees are headed by a department chairman who is elected according to the following procedure (as specified by the Advisory Committee on Campus Administration):

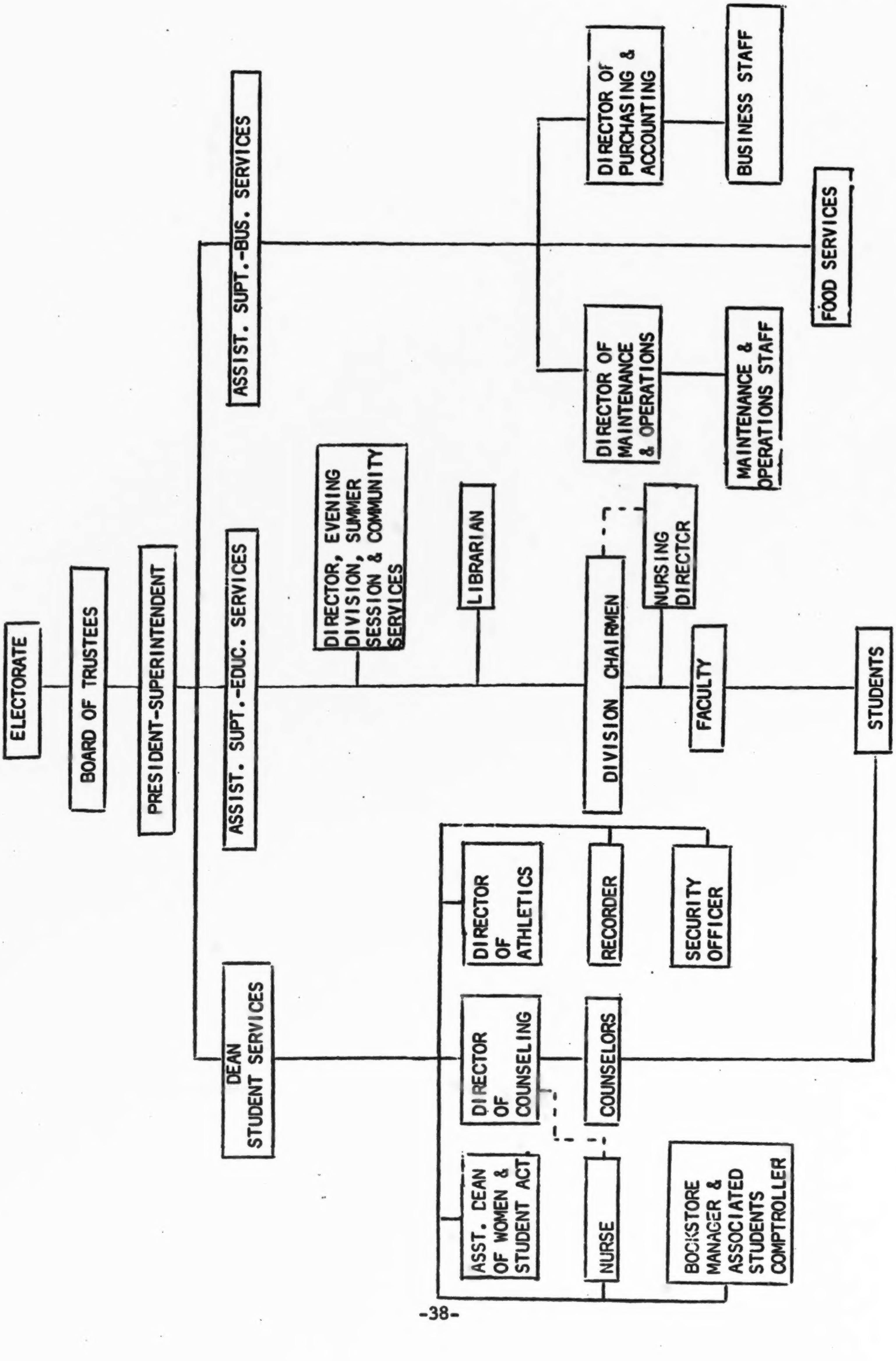
1. Nominations are submitted to the department head one week in advance of the nominating meeting: there are no nominations from the floor.
2. Election of department heads are to take place sometime ~~within-the--last thirty-days-of-instruction-in-the-school year.~~ prior to the completion of the fall class schedule.
3. The candidate elected must receive a majority of votes. If there is no clear majority, a run-off must be conducted between the two candidates receiving the highest number of votes.
4. The new department head takes office as soon as elected.

The DEPARTMENT CHAIRMAN represents the curricular department or area as it advises with the administration, the Committee on Instruction, and professional organizations. His chief responsibility is to give leadership in the improvement of the department's offerings and the methods of instruction;~~The-department chairmen-at-Diablo-Valley-College-have-chosen-not-to-be-involved-in-the-evaluation of-probationary-teachers;-therefore,-evaluating-becomes-the-responsibility-of-the assistant-deans,-the-dean-of-instruction,-and-the-president.~~- also evaluation of teachers.

Besides calling and chairing meetings, the department chairman originates recommendations for the budget, supervises the expenditure of the budgeted funds, participates in the interviewing of teacher--candidates and in making recommendations for appointment to the president. He works with new teachers to help them receive necessary services and materials (text, course outlines, etc.) to understand the curriculum as presently specified, approved, and on file in the Office of Instruction, to become familiar with the philosophy and practices of the college and the department.

Since the departments are parts of divisions supervised by an assistant dean of instruction, the department chairman works closely with the assistant dean on matters of curriculum, personnel, and budget. As consultants, the assistant deans attend department meetings, refine preliminary budgets, coordinate class assignments and schedules for their divisions, and generally act in liaison between the administration and the department.

Department chairmen are given released time for the performance of their assignments according to the following formula: One fifth time released for 6 to 15 instructors and two-fifths for more than 15 instructors.


ELECTORATE
BOARD OF TRUSTEES
PRESIDENT-SUPERINTENDENT
ASSIST. SUPT.-BUS. SERVICES
ASSIST. SUPT.-EDUC. SERVICES
DEAN STUDENT SERVICES
DIRECTOR OF PURCHASING & ACCOUNTING
BUSINESS STAFF
FOOD SERVICES
DIRECTOR OF MAINTENANCE & OPERATIONS
MAINTENANCE & OPERATIONS STAFF
DIRECTOR, EVENING DIVISION, SUMMER SESSION & COMMUNITY SERVICES
LIBRARIAN
DIVISION CHAIRMEN
NURSING DIRECTOR
FACULTY
STUDENTS
DIRECTOR OF ATHLETICS
RECORDER
SECURITY OFFICER
DIRECTOR OF COUNSELING
COUNSELORS
ASST. DEAN OF WOMEN & STUDENT ACT.
NURSE
BOOKSTORE MANAGER & ASSOCIATED STUDENTS COMPTROLLER

Division Chairmen

1. Appointment

   a. Division Chairmen shall be recommended by the President-Superintendent for appointment by the Board of Trustees.
   b. Division Chairmen shall be directly responsible to the Assistant Superintendent, Educational Services.

2. Duties

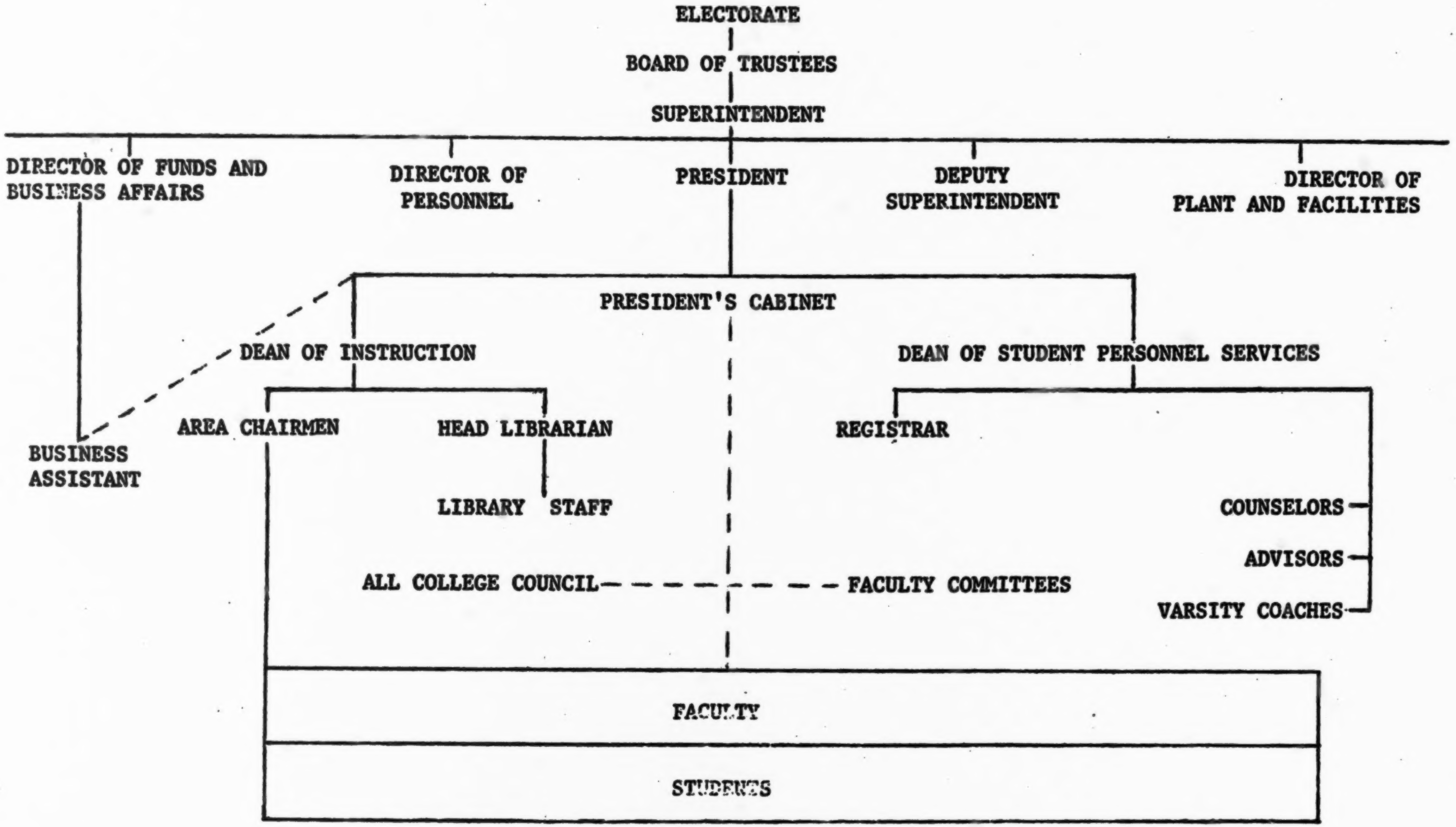
   Division Chairmen shall:

   a. Be responsible for the organization and supervision of his division.
   b. Be responsible for coordination in his division between the day, evening, and summer session.
   c. Be responsible, with the Counseling Department, for approving appropriate courses for students who are majoring in his division.
   d. Recommend curriculum changes.
   e. Be responsible for preparation and revision of course outlines.
   f. Recommend instructor assignments and class loads.
   g. Be responsible for in-service education in his division.
   h. Be responsible for the selection of textbooks and library materials for his division.
   i. Prepare an annual budget request.
   j. Prepare an annual division inventory.
   k. Submit specification and bid lists for equipment.
   l. Be responsible for the control of the division budget.
   m. Assist in preparation of requests for Federal and State financial grants.
   n. Order and verify receipt of division supplies and equipment.
   o. Participate in the selection and evaluation of division personnel.
   p. Recommend the hiring of part-time classified employees as needed by his division.
   q. Perform special responsibilities as assigned by the Assistant Superintendent of Educational Services.

3. Term of Office

   The Division Chairmen shall serve their appointments for an indefinite period of time. Their performance shall be subject to an annual evaluation.

CYPRESS JUNIOR COLLEGE ADMINISTRATIVE ORGANIZATIONAL CHART

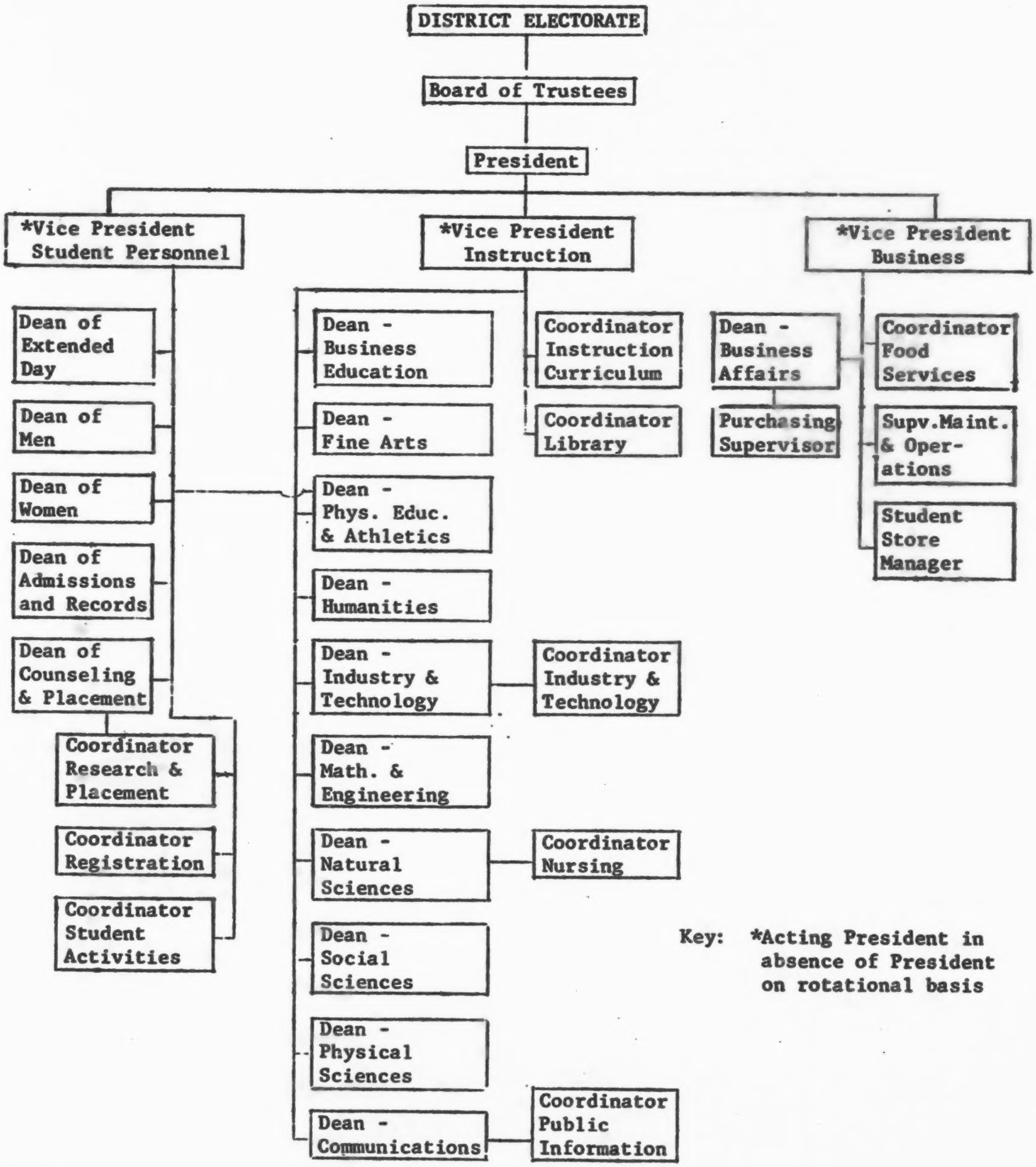

ELECTORATE
BOARD OF TRUSTEES
SUPERINTENDENT
DIRECTOR OF FUNDS AND BUSINESS AFFAIRS
DIRECTOR OF PERSONNEL
PRESIDENT
DEPUTY SUPERINTENDENT
DIRECTOR OF PLANT AND FACILITIES
PRESIDENT'S CABINET
DEAN OF INSTRUCTION
DEAN OF STUDENT PERSONNEL SERVICES
BUSINESS ASSISTANT
AREA CHAIRMEN
HEAD LIBRARIAN
LIBRARY STAFF
REGISTRAR
COUNSELORS
ADVISORS
VARSITY COACHES
ALL COLLEGE COUNCIL
FACULTY COMMITTEES
FACULTY
STUDENTS

E. DUTIES AND RESPONSIBILITIES OF THE AREA CHAIRMAN

Under the direct supervision of the Dean of Instruction, the Area Chairman performs the following duties:

1. Gives general instructional leadership to the area as defined.
2. Assists the Dean of Instruction as assigned.
3. Recommends to the Dean of Instruction any policies, procedures, and financial or instructional suggestions for the maintenance and improvement of the College program.
4. Assists in the evaluation of all full-time and part-time instructors.
5. Supervises the Extended Day program of the College and is on duty two evenings a week to give general leadership to the Extended Day program, including discipline campus security, and routine administrative problems, and has responsibility at this time for action in cases of emergencies.
6. Assists the Dean of Instruction with class scheduling, preparation of budget and budget control, textbook selection, preparation of course outlines, and generally cooperating in curriculum development.
7. Conducts meetings of the area and/or subject field at least monthly.

ORGANIZATIONAL CHART (Administration and Supervision) 2310


DISTRICT ELECTORATE
Board of Trustees
President
*Vice President Student Personnel
*Vice President Instruction
*Vice President Business
Dean of Extended Day
Dean of Men
Dean of Women
Dean of Admissions and Records
Dean of Counseling & Placement
Coordinator Research & Placement
Coordinator Registration
Coordinator Student Activities
Dean - Business Education
Dean - Fine Arts
Dean - Phys. Educ. & Athletics
Dean - Humanities
Dean - Industry & Technology
Dean - Math. & Engineering
Dean - Natural Sciences
Dean - Social Sciences
Dean - Physical Sciences
Dean - Communications
Coordinator Instruction Curriculum
Coordinator Library
Coordinator Industry & Technology
Coordinator Nursing
Coordinator Public Information
Dean - Business Affairs
Purchasing Supervisor
Coordinator Food Services
Supv.Maint. & Operations
Student Store Manager

Key: *Acting President in absence of President on rotational basis

Policy
Adopted: 10/14/63
Amended: 4/11/66

Deans of Instruction

Each Dean of Instruction, under the general direction of the President of the College and the immediate supervision of the Vice President - Instruction, and in accordance with the objectives and philosophy of the College, is responsible for the overall organization, administration, supervision and operation of that portion of the instructional program assigned; accepts all delegated responsibility; and uses intelligence, initiative and leadership in administering the affairs of the Division.

The duties of a Dean of Instruction include:

Communication: Interpretation and application of the policies of the Board of Trustees and administrative rules and regulations; transmission of recommendations and information between staff and administration.

Curriculum and Instruction: Analysis of trends in curricula; development and recommendation of courses and curricula; evaluation of the instructional program and evaluation and recommendation of instructional materials such as course outlines, textbook selection, audio-visual aids and library acquisitions.

Staff: Provision of instructional leadership including in-service education and conference attendance; determination of needs for, recommendation for selection of, supervision and evaluation of certificated and classified staff for the Division. Assignment of certificated staff to classes, office hours, committees and other duties; and assignment of classified staff to work areas, hours and duties.

Budget: Preparation and presentation of the needs of the Division for facilities, supplies and equipment.

Articulation: Coordination of the Division program with other schools in the district, higher educational institutions, business, industry and community organizations.

Division Office: Responsibility for all necessary duties required in the operation of the Division Office including evaluation of student petitions, and liaison between the Division and other offices of the College.

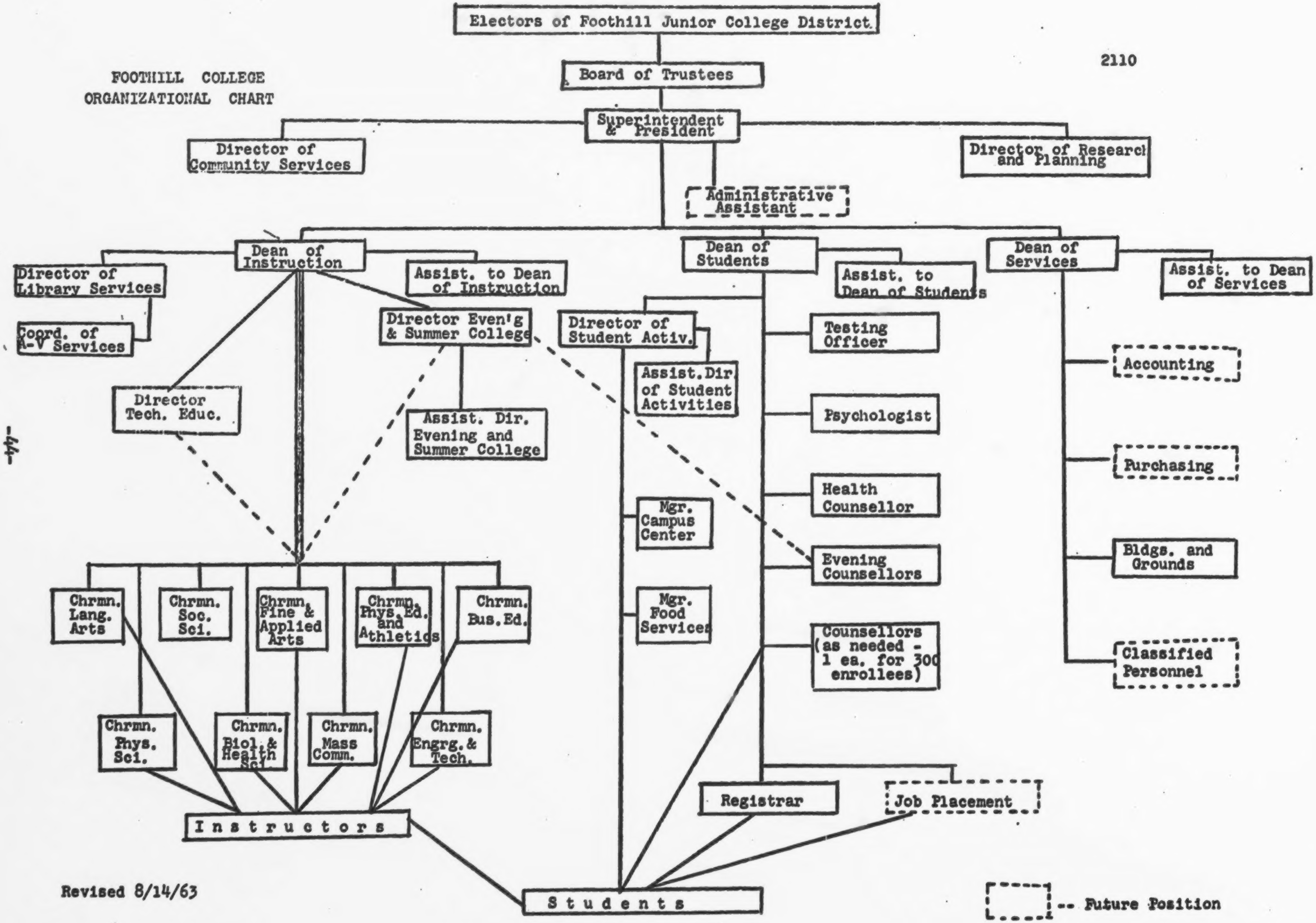
The assignment is for twelve months, including duty on each administrative day of the College calendar, subject to vacation time, sick leave and other benefits approved by the Board. The assignment includes responsibility for the regular day, the extended day program and the summer program. The assignment includes some classroom teaching each year.

While the administrative credential is preferred, a credential which will qualify the individual for the position will be acceptable.

Policy
Adopted: 6/14/49
Amended: 10/14/63, 5/10/65, 7/25/66

2110

FOOTHILL COLLEGE
ORGANIZATIONAL CHART


Electors of Foothill Junior College District
Board of Trustees
Superintendent & President
Director of Community Services
Director of Research and Planning
Administrative Assistant
Dean of Instruction
Director of Library Services
Coord. of A-V Services
Assist. to Dean of Instruction
Director Even'g & Summer College
Assist. Dir. Evening and Summer College
Director Tech. Educ.
Chrmn. Lang. Arts
Chrmn. Soc. Sci.
Chrmn. Fine & Applied Arts
Chrmn. Phys. Ed. and Athletics
Chrmn. Bus. Ed.
Chrmn. Phys. Sci.
Chrmn. Biol. & Health Sci.
Chrmn. Mass Comm.
Chrmn. Engrg. & Tech.
Instructors
Dean of Students
Assist. to Dean of Students
Director of Student Activ.
Assist. Dir of Student Activities
Mgr. Campus Center
Mgr. Food Services
Testing Officer
Psychologist
Health Counsellor
Evening Counsellors
Counsellors (as needed - 1 ea. for 300 enrollees)
Registrar
Job Placement
Students
Dean of Services
Assist. to Dean of Services
Accounting
Purchasing
Bldgs. and Grounds
Classified Personnel
-- Future Position

Revised 8/14/63

j. Division Chairmen (Language Arts Division as Example) -

(1) Nature of the position:

A Division Chairmanship at Foothill College is an administrative-instructor position on the staff of the Dean of Instruction. Chairmen work with personnel in the Dean of Instruction's Office in the development, supervision, and coordination of programs assigned to the Division and in promoting the interests of students in the Division.

(2) Professional requirements:

(a) Credentials:

An administrative or supervisory credential is necessary whenever the amount of administrative work exceeds that of teaching; however, this need not be a limiting factor for an applicant willing to apply himself immediately to the task of obtaining a qualifying credential.

(b) Education and experience:

Education and experience should be of a sufficiently broad background to indicate competency in, and understanding of, both transfer and "terminal" curriculums appropriate to the junior college. In general, these competencies and understandings will be evidenced by:

1. A minimum of a Bachelor's Degree with a major that is appropriate to the nature of the curriculums in this Division.

2. An advanced degree in a field compatible with the Language Arts Division or in education.

3. Meaningful experience in one or more of the areas represented in the Division.

4. Administrative and supervisory experience in education or in language arts.

(3) General responsibilities:

Under the leadership of the Dean of Instruction and in cooperation with the Director of Technical Education and the Evening College Director, Division Chairmen have responsibility for the following:

(a) Administrative:

1. Provide leadership in the formulation, development, and revision of curriculums and course outlines; present division proposals to the Curriculum Committee.

2. In close cooperation with the Dean of Instruction and, where appropriate, with the Director of Technical Education and the Director of the Evening College, assume a major role regarding faculty appointments, teaching loads and assignments, classroom visitations, evaluation of instruction, tenure, promotions, and dismissals.

3. Coordinate the recommendations of appropriate texts and other teaching materials.

4. Certify to the Dean of Instruction, for payroll purposes, attendance of all personnel in the Division, approve faculty requests to be absent from assigned classes, and arrange for substitutes in case of faculty absence.

5. Represent the members of the Division in an administrative capacity.

6. Edit and justify budget requests of individual faculty members; formulate annual Division budget requests for teaching services, instructional supplies, clerical assistance, operation and maintenance, equipment, library resources, audio-visual aids, and travel.

7. Regulate expenditures within approved Division budgets by preparation of purchase requisitions and adjustment of funds within the Division.

8. Assume responsibility for providing within the Division an esprit de corps among the students of the Division through such means as meeting with majors, students' activities related to the major, interest in individual student's aspirations and goals, awards for outstanding majors, etc.

(b) Coordinating:

1. Keep the staff of the Division advised on college and divisional procedures and regulations.

2. Coordinate the day and evening educational programs offered by the Division including the service and general education courses for students whose major lies in another division.

3. Coordinate activities within the Division in regard to exhibits, bulletins, instructional facilities including the foreign language laboratory, relation to other divisions, and public relations.

4. Work with counseling staff.

(4) Specific duties and responsibilities (Language Arts Division):

(a) Provide leadership in direct cooperation with the Dean of Instruction in transfer programs and through the Director of Technical Education in terminal programs in such areas as:

1. English composition and literature

2. Foreign languages

3. Speech

4. Reading improvement

(b) Instigate and carry out liaison activities when authorized by the Dean of Instruction or the Director of Technical Education with such individuals, agencies, and groups as:

1. Advisory committees (local and area)

2. English, speech, reading, and foreign language departments of institutions of higher education.

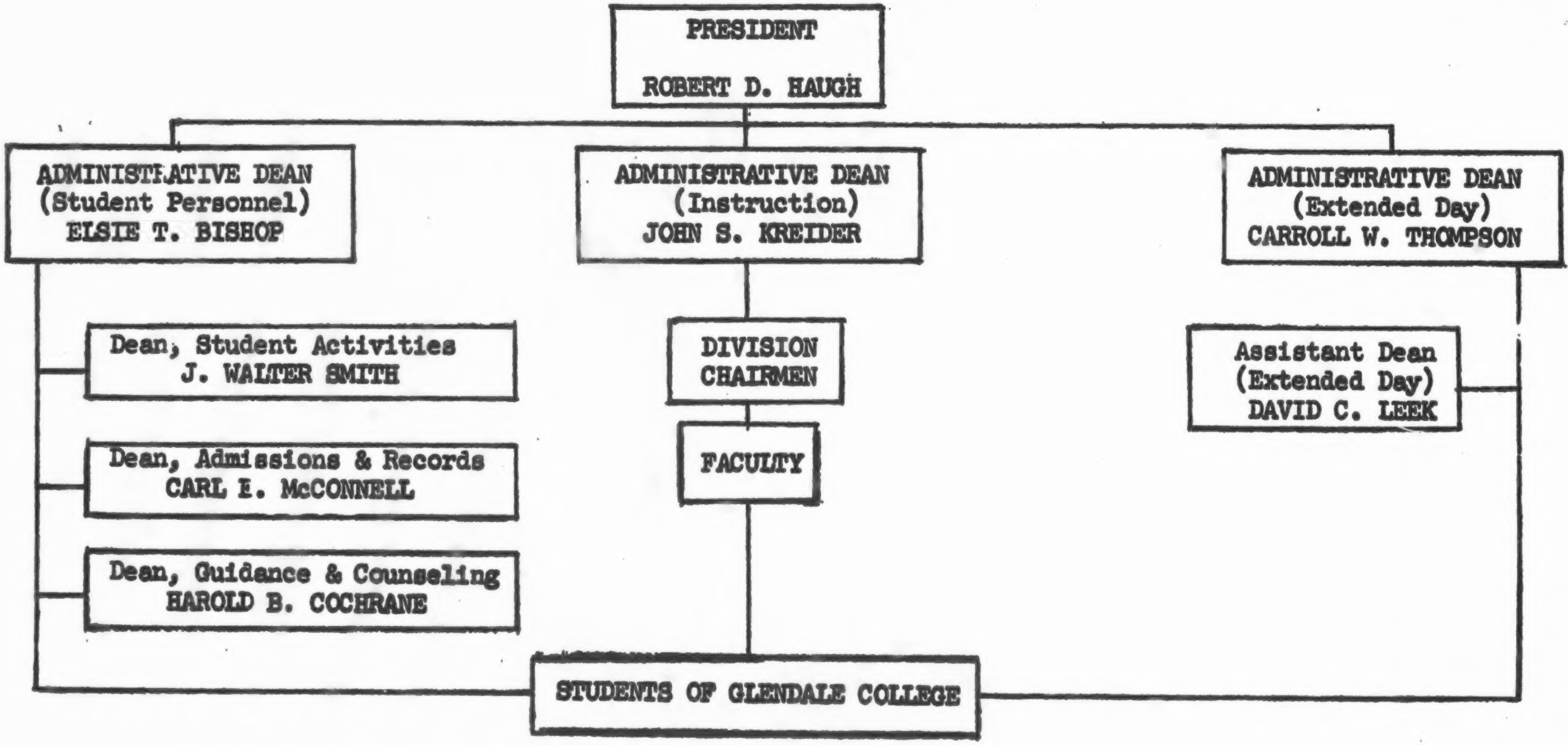
3. Appropriate professional societies and governmental agencies

4. High school counselors and language arts teachers

ADMINISTRATIVE CHART

GLENDALE COLLEGE

Shown below is a chart of the administrative organization at Glendale College.


PRESIDENT
ROBERT D. HAUGH
ADMINISTRATIVE DEAN
(Student Personnel)
ELSIE T. BISHOP
ADMINISTRATIVE DEAN
(Instruction)
JOHN S. KREIDER
ADMINISTRATIVE DEAN
(Extended Day)
CARROLL W. THOMPSON
Dean, Student Activities
J. WALTER SMITH
Dean, Admissions & Records
CARL E. McCONNELL
Dean, Guidance & Counseling
HAROLD B. COCHRANE
DIVISION
CHAIRMEN
FACULTY
Assistant Dean
(Extended Day)
DAVID C. LEEK
STUDENTS OF GLENDALE COLLEGE

III. Duties and Responsibilities of Division Chairmen. The Division Chairman is the representative of the members of the division and serves on the Curriculum and Advisory Committee. In cooperation with members of the division and with the administration, he has the following duties and responsibilities:

A. Appoint departmental committees

B. Make and submit the Schedule of Classes to the Dean of Admissions and Records for inclusion in the master schedule.

C. Make recommendations to the President and the Administrative Dean of Instruction regarding (a) the selection of new teachers, (b) teaching assignments of the respective departmental faculties, (c) rating of probationary teachers

D. Provide that a teacher be present for all classes (secure a substitute if necessary)

E. Make recommendations to the Curriculum and Advisory Committee regarding changes in existing courses of study, the deletion of old courses, or the addition of new ones

F. Make recommendations to the Curriculum and Advisory Committee for development and maintenance of sequences of courses within the respective department

G. Approve exceptions which seem necessary and desirable involving students working through sequences of courses (recommendation to come from counselor)

H. Make recommendations to the Curriculum and Advisory Committee regarding prerequisites of courses

I. Hold departmental faculty meetings as needed

J. Administer a program of professional growth within the department and provide professional leadership, including the promotion of such in-service educational activities of faculty such as in-service institutes, convention attendance, visitations to other colleges and to business and industrial plants

K. Prepare a departmental budget and submit to the Administrative Dean of Instruction.

L. Submit to the Administrative Dean of Instruction requisitions for supplies and equipment and confer with him regarding them.

M. Arrange for a ready and pleasant introduction of new faculty members to the department, the College, and the community

N. Make recommendations to the Administrative Dean of Instruction for textbook adoptions

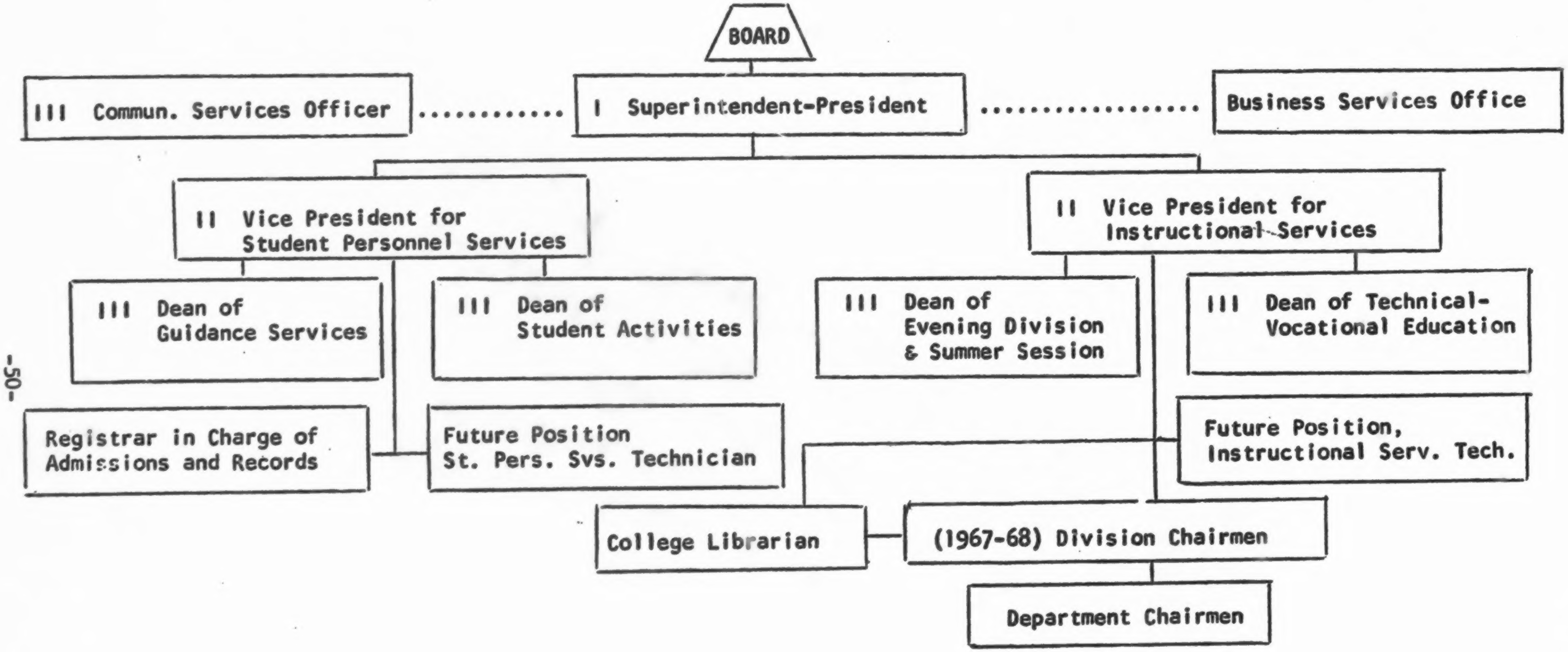
O. Become familiar with the quality of instruction being given by all teachers within the department and, through approved supervisory procedures, aid the teachers in the improvement of instruction

P. Interpret policies of the College to the members of the department

Q. Cooperate with the President in carrying out within the respective departments the general policies of the College

Approved by Board 5/9/66

ADMINISTRATIVE STRUCTURE FOR GROSSMONT COLLEGE
Proposed for consideration by the Administrative Structure Study Committee


BOARD
III Commun. Services Officer
I Superintendent-President
Business Services Office
II Vice President for Student Personnel Services
II Vice President for Instructional Services
III Dean of Guidance Services
III Dean of Student Activities
III Dean of Evening Division & Summer Session
III Dean of Technical-Vocational Education
Registrar in Charge of Admissions and Records
Future Position St. Pers. Svs. Technician
Future Position, Instructional Serv. Tech.
College Librarian
(1967-68) Division Chairmen
Department Chairmen

NOTE: I, II, III = indicative of the three levels of administrative positions requiring administrative credentials.

gm
66-421-1

GROSSMONT COLLEGE

II. RESPONSIBILITIES OF OTHER MEMBERS OF THE PROFESSIONAL STAFF

A. Department Chairmen

1. The department chairmen will advise and assist the Superintendent-President and the Vice President for Instructional Services in the following tasks:

   a. Determination of the courses, the instructors to teach them and the number of sections to be presented in any given semester.

   b. Preparation of the preliminary budget and arbitration of compromises on the allocation of limited funds.

   c. Periodic review of criteria of instructor evaluation.

   d. Appraisal of prospective staff members within the chairman's instructional area for both the Day and Evening Divisions.

   e. Examination of general format and specific adequacy of course outlines.

   f. Provision of aid to instructors in order to improve instruction. Coordination of the participation of departmental staff in intra-departmental activities and responsibilities.

   g. Recommendations of research on efficacy of the instructional program and review of research findings for implications to curriculum and instruction.

   h. Lead departmental re-appraisal of the curricular offerings within the subject area and formulate proposals for submission to the Curriculum and Instruction Committee.

   i. Provision of leadership in the development of the textual and audio-visual library for the department.

   j. Administration of a sound substitution system whereby any loss in the instructional hour due to absence will be minimized.

   k. Reduction of personnel problems within the department and the provision of arbitration services when they do occur.

   l. Coordination of all aspects of instruction with the corresponding departments within the district high schools. Development of liaison with colleagues in the state colleges and universities to avoid friction but at the same time to prevent violation of the objectives of the junior college.

   m. Participation in a public relations program that would foster the community college concept and tie the citizenry to Grossmont College with the strong bonds of identification.

GROSSMONT COLLEGE
3800 GROSSMONT COLLEGE DRIVE
EL CAJON, CALIFORNIA, 92020

2. Criteria for selection of department chairmen:

   a. Should be tenured.

   b. Must have appropriate academic preparation with the Master's Degree normally considered as a minimal qualification.

   c. Capability of reasonableness and objectivity in dealings with others, including other members of his department, administrators, students, and the general public. Not to be overlooked here is the importance of maintaining good relations with his colleagues in high schools of the district and with colleagues of institutions to which our students transfer.

   d. Has demonstrated organizational ability.

   e. Has the ability and willingness to present department needs and objectives, combined with a broadness of point of view in respect to the total college program.

3. Appointment Procedures

   a. The administration will nominate with the approval of the nominees at least one candidate from each department for the position of department chairman.

   b. Confirmation of department chairmen will occur each May and when a vacancy occurs.

   c. The administration is required to submit with each nomination a list of the qualifications of the nominee.

   d. A secret ballot confirmation will be handled by the administration and certified by the President of the Faculty Senate. A simple majority of department members is required to confirm the department chairman. Results of the confirmation, including vote count, will be announced to the department in written form.

   e. All members of the department who are members of the Faculty Senate are eligible to vote including those faculty members on sabbatical leave.

   f. In the event that a candidate does not receive a majority, the administration must present a new nominee to the department.

4. Compensation by released time

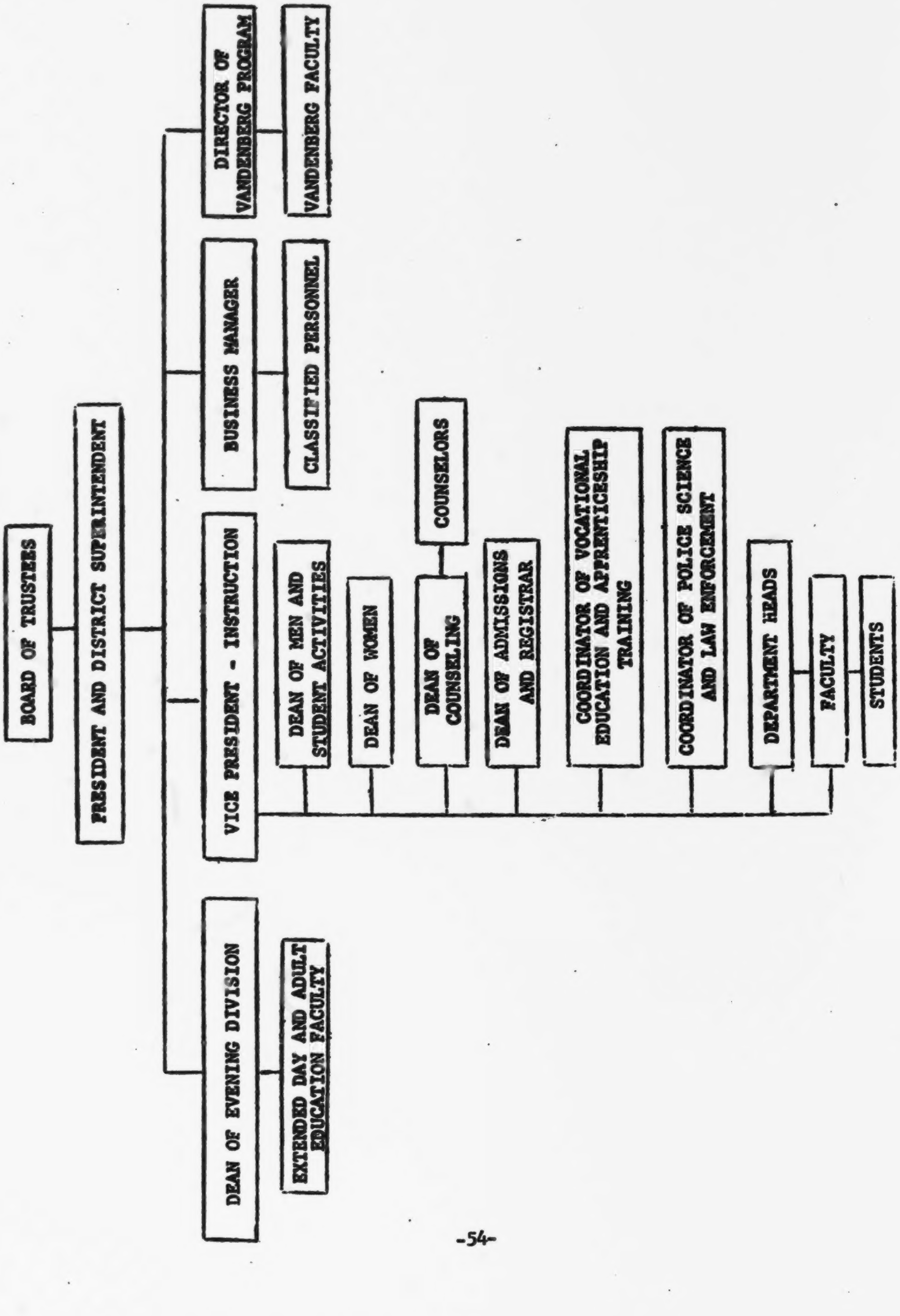
   a. Department chairmen will be released the equivalent of three lecture hours each semester if the full-time equivalent department members total six or more.

   b. Department chairmen will be released the equivalent of three lecture hours in the spring semester if the full-time equivalent department members total three to six.

c. No formal arrangement for released time will be obtained in those departments with less than three full-time equivalent instructors.

5. Department chairmen for the academic year 1966-67

Art	Miss Marjorie Hyde
Behavioral Science and Philosophy	Mr. Lee Roper
Biological Science	Mr. Jack Wilton
Business and Economics	Mr. Donald Anderson
Drama	Mr. Martin Gerrish
English and Journalism	Mr. Ray Reynolds
Foreign Language	Mr. George Washington
Guidance	Mr. Lawrence Woodward
Library Services	Mr. Thomas Hepp
Music	Mr. Carroll Reed
Physical Education and Health Education	Mr. William Gillespie
Physical Science and Mathematics	Mr. Ray Resler
Social Science	Mr. Thomas Ruth
Speech	Mr. Jack McAuley
Technical-Vocational	Mr. C. Allen Paul


BOARD OF TRUSTEES
PRESIDENT AND DISTRICT SUPERINTENDENT
DEAN OF EVENING DIVISION
EXTENDED DAY AND ADULT EDUCATION FACULTY
VICE PRESIDENT - INSTRUCTION
BUSINESS MANAGER
CLASSIFIED PERSONNEL
DIRECTOR OF VANDENBERG PROGRAM
VANDENBERG FACULTY
DEAN OF MEN AND STUDENT ACTIVITIES
DEAN OF WOMEN
DEAN OF COUNSELING
COUNSELORS
DEAN OF ADMISSIONS AND REGISTRAR
COORDINATOR OF VOCATIONAL EDUCATION AND APPRENTICESHIP TRAINING
COORDINATOR OF POLICE SCIENCE AND LAW ENFORCEMENT
DEPARTMENT HEADS
FACULTY
STUDENTS

Department Chairmen

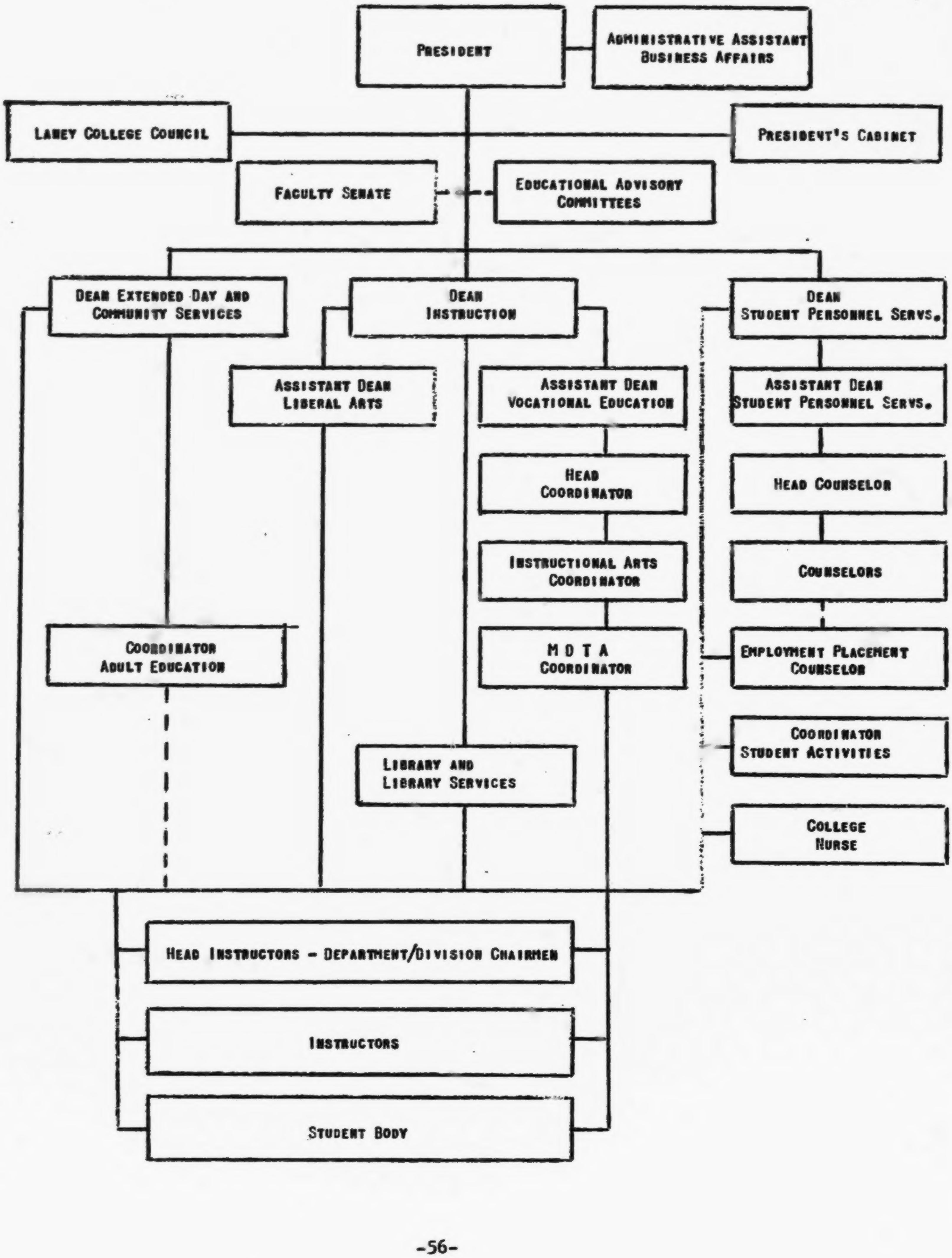
Two years ago department chairmen were designated. They received extra compensation for their services which consisted of making the departmental budget, determining class offerings for the semester, and holding departmental meetings.

This current year, in larger departments, the department head has been given released time which permits the individual to teach a 4/5 load rather than a 5/5. It is expected that a certain amount of supervision will be provided by all department heads but in such a manner that it is informal as compared to supervision done by the administration.

Department heads are involved in the selection of new staff, and department heads do assume responsibility in the recommending of staff for re-employment.

9/19/66

LANEY COLLEGE ORGANIZATION CHART — 1965 - 1966


PRESIDENT
ADMINISTRATIVE ASSISTANT BUSINESS AFFAIRS
LANEY COLLEGE COUNCIL
PRESIDENT'S CABINET
FACULTY SENATE
EDUCATIONAL ADVISORY COMMITTEES
DEAN EXTENDED DAY AND COMMUNITY SERVICES
DEAN INSTRUCTION
DEAN STUDENT PERSONNEL SERVS.
ASSISTANT DEAN LIBERAL ARTS
ASSISTANT DEAN VOCATIONAL EDUCATION
ASSISTANT DEAN STUDENT PERSONNEL SERVS.
HEAD COORDINATOR
HEAD COUNSELOR
INSTRUCTIONAL ARTS COORDINATOR
COUNSELORS
COORDINATOR ADULT EDUCATION
M D T A COORDINATOR
EMPLOYMENT PLACEMENT COUNSELOR
COORDINATOR STUDENT ACTIVITIES
LIBRARY AND LIBRARY SERVICES
COLLEGE NURSE
HEAD INSTRUCTORS - DEPARTMENT/DIVISION CHAIRMEN
INSTRUCTORS
STUDENT BODY

226.4 Division Chairman

It is anticipated that no division chairman will be designated for the academic year 1965-1966. It is expected, however, that growth of Laney College will create in the near future conditions requiring the selection and regular assignment of division chairmen, supplementing the present reliance on departmental organization with assigned departmental chairmen.

Such conditions will become evident with emergence of larger instructional units involving assignment of six or more certificated instructors on regular contract status, more often than not including instructors on multiple disciplines or vocational areas. Duties and responsibilities of the division chairman are expected to closely parallel those now assigned to departmental chairmen, excepting that they may require more time and effort because of increased size and complexity of the operational unit involved. For this reason, it is hopefully expected that release time in approximation of 0.4 of the normal teaching load may be provided for performance of divisional responsibilities. Clarification of details relating to qualifications, selection, assignment term and other factors of this functional operation must await further study and agreements between administration and faculty.

226.5 Departmental Chairman

Each instructional department, with four to six regular instructors on contract assignment in a single discipline or vocational area, may annually elect one of its permanent staff to serve as department chairman for the academic year. The election shall occur as early in the semester as possible, preferably within the two weeks following the start of classes, and the results of the election will be made known to the dean of instruction. Should the department prefer not to elect its chairman, or should it be unable to agree on the selection of its chairman, the dean of instruction may recommend a candidate to be appointed by the president after the second week of classes. Normally, the chairmanship will rotate among the permanent staff annually and two consecutive years of service will be regarded as maximum unless a request for exception to the rule shall be approved by the Laney College Council. Service as departmental chairman may not be compensated by extra remuneration under current provisions of the Board Policy Manual. Compensation in the form of release time for departmental duties will be instituted as quickly as budget provisions will permit.

The Departmental Chairman is responsible to the Dean of Instruction or the designated Assistant Dean for performance of the following duties:

1. Serves as chairman of departmental meetings of regular staff.
2. Recommends the assignment of instructors within the department and prepares a preliminary master schedule of classes.

226.5 Departmental Chairman (Cont.)

3. Gives leadership to preparation of departmental recommendations for curriculum development, evaluation of instruction and catalog materials.

4. Reviews with instructors annually admission prerequisites for entry to courses or curricula.

5. Prepares department recommendations on staff additions, textbook selections, library material and so forth.

6. Consolidates and submits departmental preliminary budget requests for instructional supplies, equipment, alterations to buildings and so forth.

7. Assists with recruitment, selection and evaluation of certificated staff.

8. Provides leadership to intradepartmental problems of articulation of course offerings and curriculum development.

9. Communicates the consensus of departmental staff regarding suggestions, requests or recommendations to the dean of instruction or his designate.

10. Performs such other departmental duties as may be required.

226.6 Head Instructor

Usually appointed on an annual basis by the president, acting on the recommendation of the dean of instruction, the head instructor provides desirable leadership in a single discipline or vocational area with two to four instructors on a regular contract status. No release time is provided for the performance of normal instructional area duties.

The Head Instructor is responsible to the Dean of Instruction or his designated representative for the performance of the following duties:

1. Serves as chairman of instructional area meetings and is assisted by a coordinator, if one is assigned, who acts as a consultant.

2. Representing the consensus of the certificated staff, prepares recommendations for the improvement of instruction and curriculum development.

3. Provides leadership to operations of the instructional program.

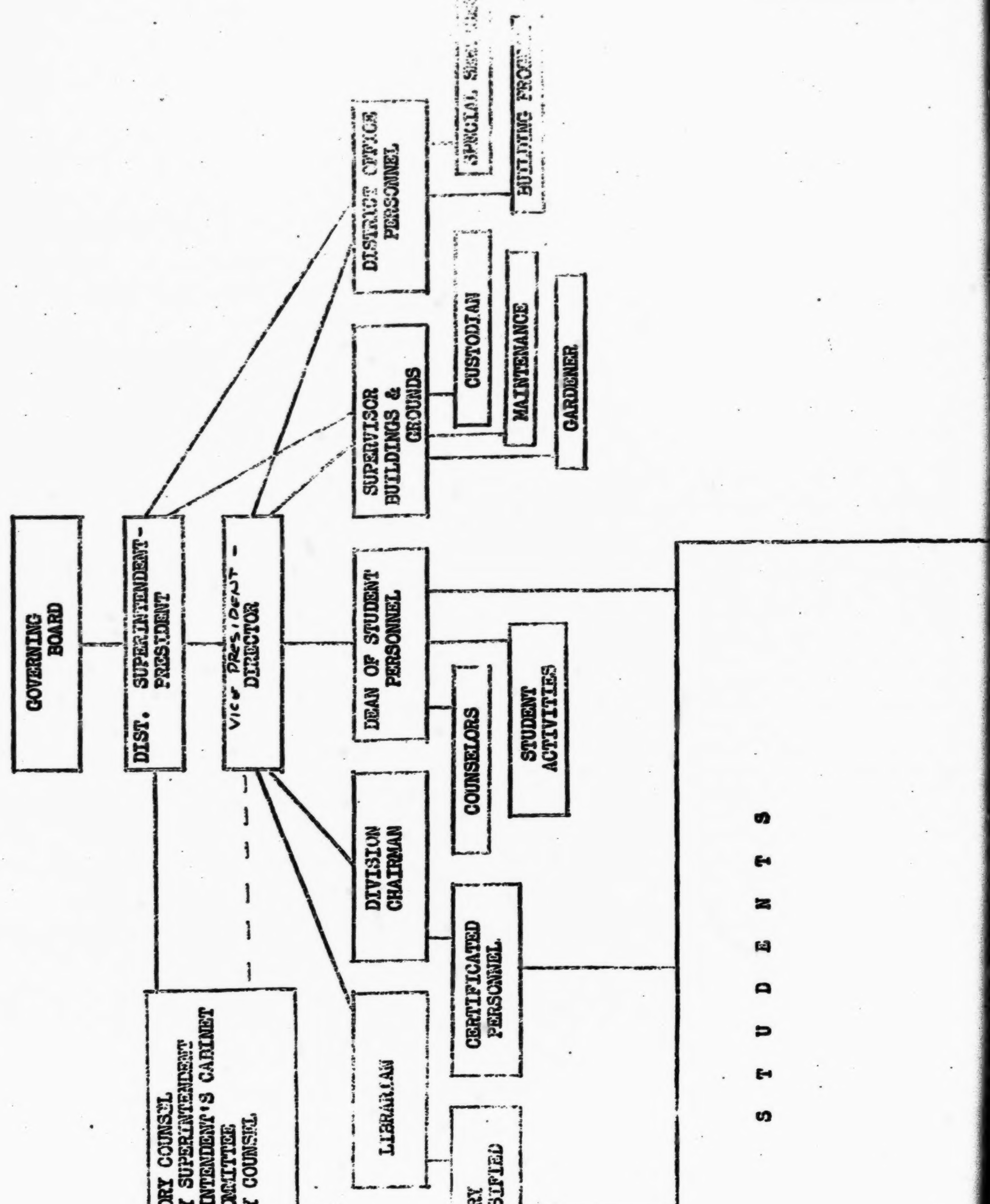
4. Consolidates preliminary budget requests for annual supplies, equipment, and instructional materials for transmittal to the dean of instruction.

5. Assists, as requested, in the selection, assignment and evaluation of certificated staff within the instructional area.

6. Assists in the recruitment, selection and advisement of students.

7. Performs such other duties in the area as may be required.

LASSEN COLLEGE


GOVERNING BOARD
DIST. SUPERINTENDENT-PRESIDENT
VICE PRESIDENT - DIRECTOR
ADVISORY COUNSEL
COUNTY SUPERINTENDENT
SUPERINTENDENT'S CABINET
LAY COMMITTEE
COUNTY COUNSEL
LIBRARIAN
LIBRARY CLASSIFIED
DIVISION CHAIRMAN
CERTIFICATED PERSONNEL
DEAN OF STUDENT PERSONNEL
COUNSELORS
STUDENT ACTIVITIES
SUPERVISOR BUILDINGS & GROUNDS
CUSTODIAN
MAINTENANCE
GARDENER
DISTRICT OFFICE PERSONNEL
SPECIAL SERV
BUILDING PROG
STUDENTS

DIVISION CHAIRMAN

The purpose of Division Chairmen is to strengthen the efficiency and create a more effective environment for the operation of Lassen College. Lassen College has three Division Chairmen at this time. The Divisions and areas of instruction are:

A. Mathematics and Science
    1. Mathematics
    2. Engineering
    3. Physical Science
    4. Life Science

B. Liberal Arts
    1. Social Sciences
    2. English and Related subjects
    3. Health and Physical Education
    4. Art-Music
    5. Psychology-Philosophy
    6. Foreign Languages

C. Vocational
    1. Business
    2. Gunsmithing
    3. Forestry
    4. Agriculture

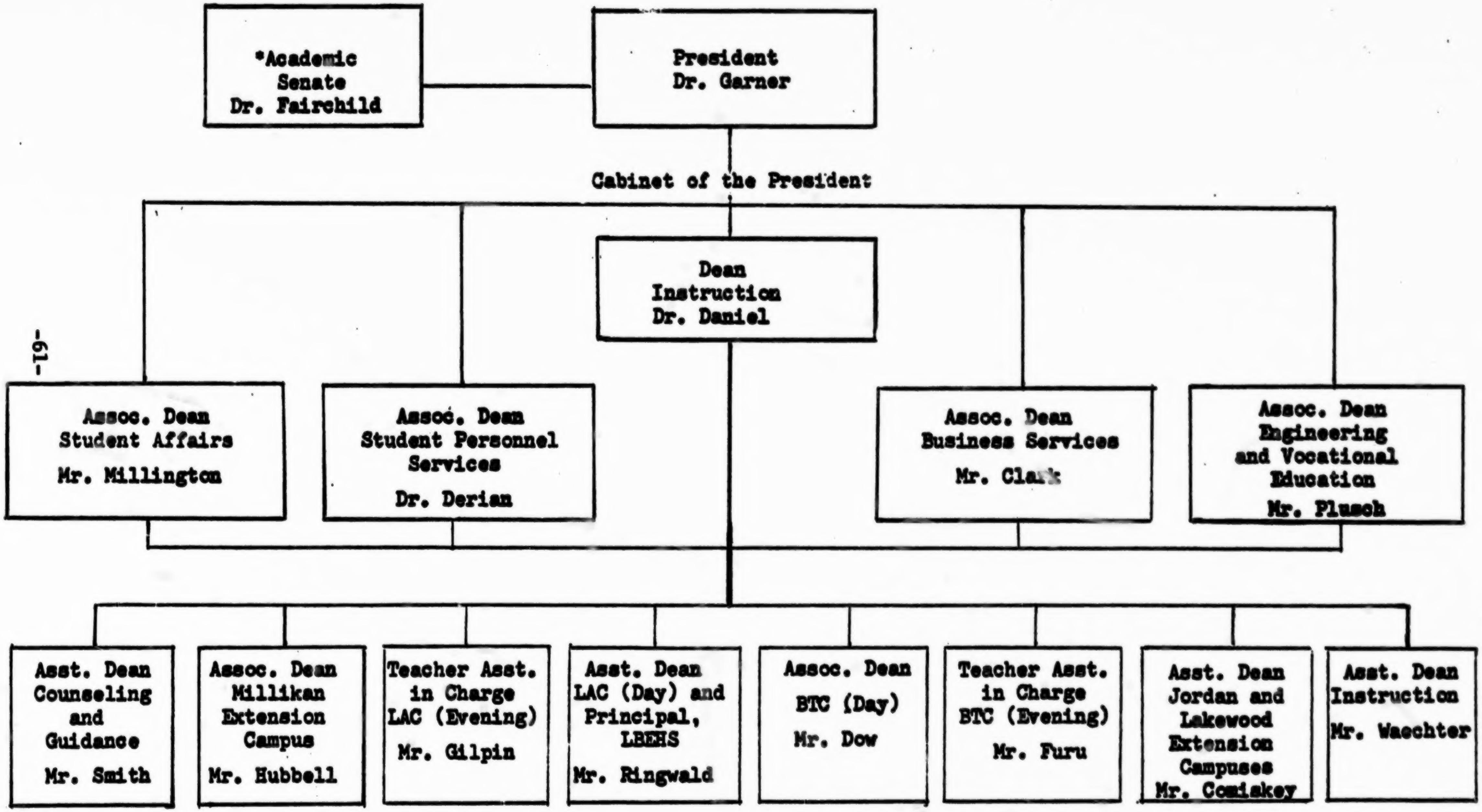
The general duties of a Division Chairman are:
To disseminate, gather, coordinate, and implement information, policies, and regulations between the instructors in the division and the administrative unit.

The specific duties and responsibilities include:

A. Check annual budget requests from instructors of his division.
B. Make recommendations as to the budget needs for the following year.
C. Make recommendations for the purchase of library books and periodicals.
D. Make recommendations for the preparation of class scheduling, final examinations schedule, teacher assignments, and teacher load.
E. Hold group or individual meetings with instructors assigned to the division. To implement A, B, and C.
F. Make recommendations as to curriculum, and college and district policy changes.
G. To assist the individual instructors in the formulating and writing of projects under N.D.E.A. or 88-210 for U.S. government assistance in getting needed equipment.
H. To attend all Division Chairman meetings called by the Director.
I. A Division Chairman will be called on to make recommendations in teacher evaluations and for teacher retention or dismissal.
J. To assist instructors in the Division in the revision or creation of course outline when necessary.
K. Assist the instructors of the division in the completion of inventories of equipment and to check inventories.
L. To carry out any other tasks or projects assigned by the administration that require the services of the division chairman.

Long Beach Unified School District
LONG BEACH CITY COLLEGE

1966-67 Organization Chart


*Academic Senate Dr. Fairchild
President Dr. Garner
Cabinet of the President
Dean Instruction Dr. Daniel
Assoc. Dean Student Affairs Mr. Millington
Assoc. Dean Student Personnel Services Dr. Derian
Assoc. Dean Business Services Mr. Clark
Assoc. Dean Engineering and Vocational Education Mr. Plusch
Asst. Dean Counseling and Guidance Mr. Smith
Assoc. Dean Millikan Extension Campus Mr. Hubbell
Teacher Asst. in Charge LAC (Evening) Mr. Gilpin
Asst. Dean LAC (Day) and Principal, LBEHS Mr. Ringwald
Assoc. Dean BTC (Day) Mr. Dow
Teacher Asst. in Charge BTC (Evening) Mr. Furu
Asst. Dean Jordan and Lakewood Extension Campuses Mr. Comiskey
Asst. Dean Instruction Mr. Waechter

*President of Academic Senate represents instructors in Cabinet of President meetings when requested by the Academic Senate or the administration.
(The Public Information Department Head, Mr. Drury, attends staff meetings when requested.)

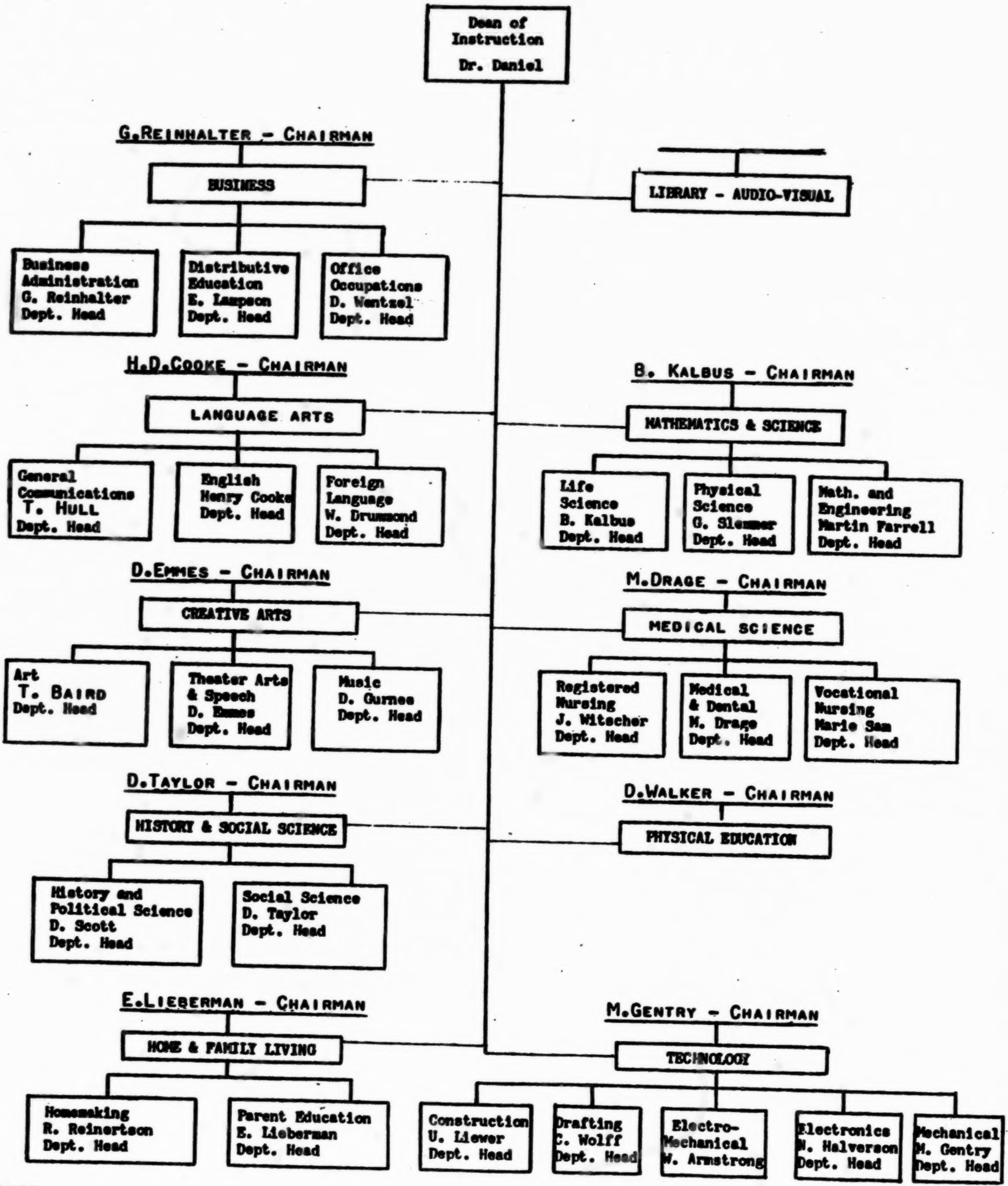
8/66

Long Beach City College

Long Beach Unified School District
LONG BEACH CITY COLLEGE

SEP 29 1966

Instructional Organization Chart
1966-67


Dean of Instruction Dr. Daniel
G. REINHALTER - CHAIRMAN
BUSINESS
Business Administration G. Reinhalter Dept. Head
Distributive Education E. Lampson Dept. Head
Office Occupations D. Wentzel Dept. Head
LIBRARY - AUDIO-VISUAL
H.D. COOKE - CHAIRMAN
LANGUAGE ARTS
General Communications T. Hull Dept. Head
English Henry Cooke Dept. Head
Foreign Language W. Drummond Dept. Head
B. KALBUS - CHAIRMAN
MATHEMATICS & SCIENCE
Life Science B. Kalbus Dept. Head
Physical Science G. Slemmer Dept. Head
Math. and Engineering Martin Farrell Dept. Head
D. EMMES - CHAIRMAN
CREATIVE ARTS
Art T. Baird Dept. Head
Theater Arts & Speech D. Emmes Dept. Head
Music D. Gurnee Dept. Head
M. DRAGE - CHAIRMAN
MEDICAL SCIENCE
Registered Nursing J. Witscher Dept. Head
Medical & Dental M. Drage Dept. Head
Vocational Nursing Marie Sam Dept. Head
D. TAYLOR - CHAIRMAN
HISTORY & SOCIAL SCIENCE
History and Political Science D. Scott Dept. Head
Social Science D. Taylor Dept. Head
D. WALKER - CHAIRMAN
PHYSICAL EDUCATION
E. LIEBERMAN - CHAIRMAN
HOME & FAMILY LIVING
Homemaking R. Reinertson Dept. Head
Parent Education E. Lieberman Dept. Head
M. GENTRY - CHAIRMAN
TECHNOLOGY
Construction U. Liewer Dept. Head
Drafting C. Wolff Dept. Head
Electro-Mechanical W. Armstrong
Electronics N. Halverson Dept. Head
Mechanical M. Gentry Dept. Head

8/66

DUTIES OF DEPARTMENT HEAD

The department head shall be responsible for the instructional program of his department, regardless of the location of classes. He shall cooperate with all members of his department and his recommendations to the dean of instruction shall reflect the majority opinion. A department head shall perform the following duties:

1. Recommend to the dean of instruction texts and other instructional materials.
2. Recommend to the dean of business services the annual departmental budget - facilities, equipment, materials, and supplies; anticipate and initiate requisitions for supplies; maintain annual inventory of department equipment and supplies.
3. Maintain an active role in the development and upgrading of the instructional program of his department - new courses, revision of existing offerings, updating of course outlines, and catalog materials.
4. Submit recommendations regarding the best utilization of staff - teaching load, teaching assignments, and class size.
5. Recommend the fall, spring, and summer session departmental schedule of classes for all locations.
6. Advise the dean of student personnel services of needed guidance services related to departmental offerings and requirements at all universities and colleges to which our students transfer.
7. Organize and implement the testing and screening procedures for placement of students at proper levels in subject fields.
8. Meet bimonthly, and as needed, with members of his department and the dean of instruction to discuss, plan, and develop the instructional program of the college.
9. Assist the dean of instruction in the selection of personnel for the departmental staff, day and evening.
10. Attend meetings of department heads called by the dean of instruction.

6/9/65
mh

DUTIES OF DIVISION CHAIRMAN

A division chairman shall perform the following duties:

1. Meet regularly with the dean of instruction to evaluate the academic program of the college and to formulate plans for its improvement.
2. Coordinate the activities of the department heads within his division.
3. Coordinate the offerings within his division and the scheduling of staff assignments in more than one department.
4. Enter into budget problems of the division only when requested by the dean of business services, the dean of instruction, or the department heads.
5. Appoint a committee to evaluate the academic program of his division and recommend changes in curriculum to the College Committee on Curriculum and Instruction (to replace former instructional area committees).
6. Coordinate and submit to the dean of instruction all materials from his division to be considered by the College Committee on Curriculum and Instruction.
7. Be available for consultations with the various advisory committees that are part of the activities of his division.

/9/65
mh

DUTY STATEMENT

DEPARTMENT CHAIRMEN

The department chairmen represents his department in matters relating to all administrative offices of the college.

I. Responsibility of Department Chairmen to the Dean of Educational Services

1. Prepares requests for department supplies—non consummables and equipment.
2. Is responsible to the Dean for safety and security of educational equipment in laboratories and preparation rooms in special-use teaching stations.
3. Is responsible for safety instruction covering use of tools and machines as well as equipment used by the department.

II. Responsibility to the Dean of Students

1. Participates in the selection and approval of those students eligible for department honors, scholarships, and grants-in-aid.
2. Refers students requiring help with health problems to the Dean of Students.

III. Responsibility to the Dean of Admissions and Guidance

1. Encourages students who need guidance to contact the counselors office.
2. Works closely with theDean and with the counselors in course advising of students.
3. Prepares and submits such summary reports as are required by the office of admissions.

IV. Responsibility to the Dean of Instruction

1. Submits proposed department schedule of classes.
2. Prepares course outlines of departmental offerings, and modifies and amends these outlines as course offerings change.
3. Submits recommendations of the department for additional courses, deletions of courses, and major modifications of course content.
4. Work with the Dean to schedule course offerings with other departments and for the benefit of student programs
5. Presents departmental recommendations for choice of official textbooks in all courses offered.
6. Attends meetings of department heads and chairmen, and conveys information to members of his department. He, likewise, represents his department's opinion to other departments and to the administration

DUTY STATEMENT

DEPARTMENT CHAIRMEN (cont.)

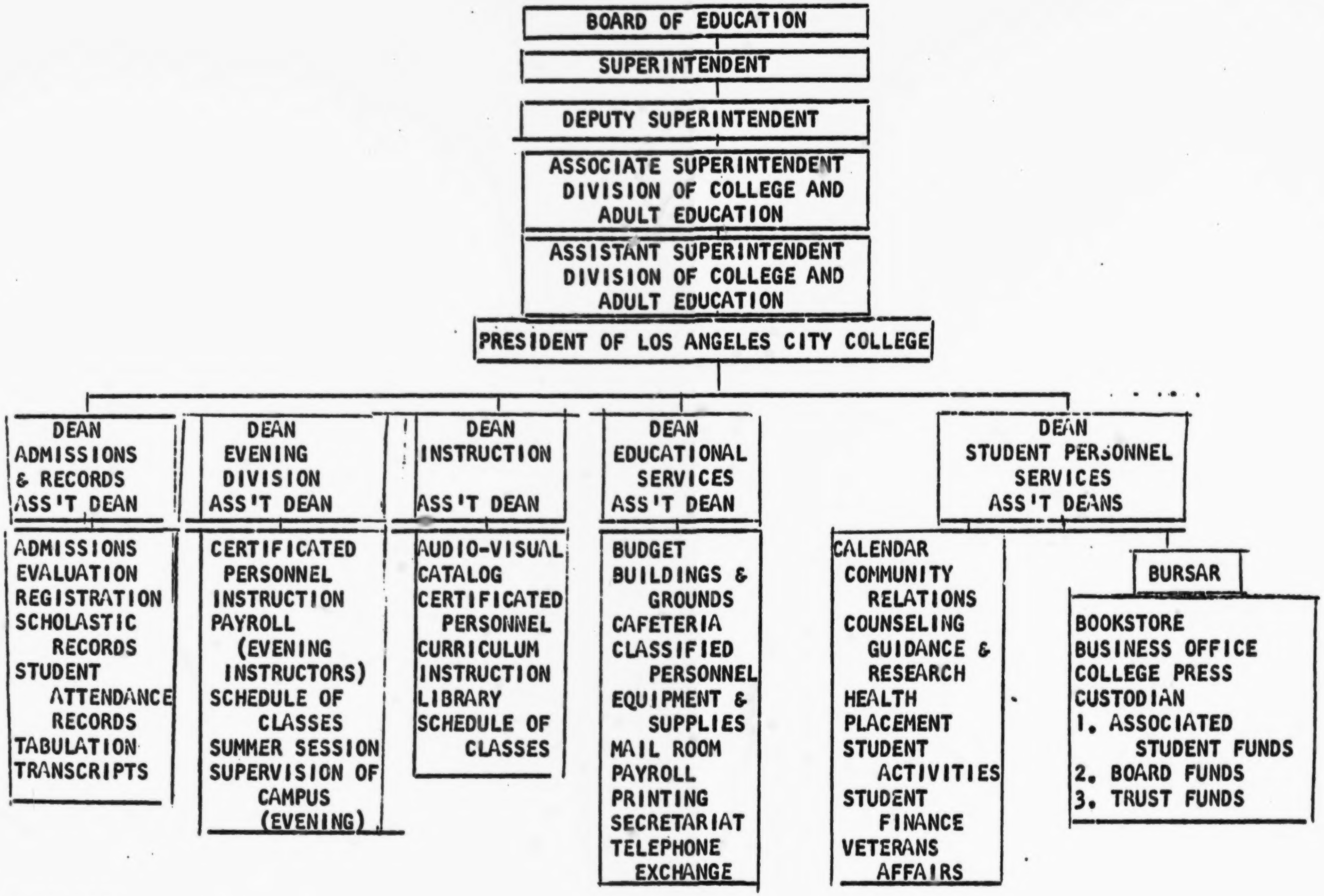
IV. Responsibility to the Dean of Instruction (cont.)

7. Is responsible for the orientation of new members of his department.
8. Participates in the interviews for the selection of new instructors in his department.
9. Prepares and submits performance ratings of substitutes and probationary instructors.
10. Represents the department in official meetings called by the district and reports to the dean and to members of the department.
11. Supervises instruction in all courses offered by the department.
12. Participates in the compilation of materials used in the organized classroom teaching report.
13. Requests library and audio-visual acquisitions suggested by teaching staff and transmits these requests to the Dean who is Chairman of the Library Committee.

V. Responsibility to the Dean of Evening Division

1. Recommends departmental offerings for the Evening Division schedule.
2. Participates in the supervision of Evening Division class offerings, to insure uniformity of level of instruction and course content.
3. Recommends selection and retention of part-time instructors in the department.

ORGANIZATION CHART
LOS ANGELES CITY COLLEGE


BOARD OF EDUCATION
SUPERINTENDENT
DEPUTY SUPERINTENDENT
ASSOCIATE SUPERINTENDENT DIVISION OF COLLEGE AND ADULT EDUCATION
ASSISTANT SUPERINTENDENT DIVISION OF COLLEGE AND ADULT EDUCATION
PRESIDENT OF LOS ANGELES CITY COLLEGE
DEAN ADMISSIONS & RECORDS ASS'T DEAN
ADMISSIONS
EVALUATION
REGISTRATION
SCHOLASTIC RECORDS
STUDENT ATTENDANCE RECORDS
TABULATION
TRANSCRIPTS
DEAN EVENING DIVISION ASS'T DEAN
CERTIFICATED PERSONNEL
INSTRUCTION
PAYROLL (EVENING INSTRUCTORS)
SCHEDULE OF CLASSES
SUMMER SESSION
SUPERVISION OF CAMPUS (EVENING)
DEAN INSTRUCTION
ASS'T DEAN
AUDIO-VISUAL
CATALOG
CERTIFICATED PERSONNEL
CURRICULUM
INSTRUCTION
LIBRARY
SCHEDULE OF CLASSES
DEAN EDUCATIONAL SERVICES ASS'T DEAN
BUDGET
BUILDINGS & GROUNDS
CAFETERIA
CLASSIFIED PERSONNEL
EQUIPMENT & SUPPLIES
MAIL ROOM
PAYROLL
PRINTING
SECRETARIAT
TELEPHONE EXCHANGE
DEAN STUDENT PERSONNEL SERVICES ASS'T DEANS
CALENDAR
COMMUNITY RELATIONS
COUNSELING GUIDANCE & RESEARCH
HEALTH
PLACEMENT
STUDENT ACTIVITIES
STUDENT FINANCE
VETERANS AFFAIRS
BURSAR
BOOKSTORE
BUSINESS OFFICE
COLLEGE PRESS
CUSTODIAN
1. ASSOCIATED STUDENT FUNDS
2. BOARD FUNDS
3. TRUST FUNDS

JULY 1965

LOS ANGELES CITY COLLEGE

DUTIES OF DEPARTMENT CHAIRMAN

1 TEACHING

The chairman serves as a member of the teaching faculty.

11 CURRICULUM

The chairman has the responsibility of developing new curricula, new courses, and coordinating the selection of textbooks and instructional materials with the assistance of the faculty.

111 INSTRUCTION

The chairman prepares the schedule of classes and instructor assignments. He is also responsible for the coordination of the instructional program.

IV PERSONNEL ADMINISTRATION

The chairman assists in the selection and evaluation of new faculty and other personnel matters.

V SUPPLIES AND EQUIPMENT

The chairman with the assistance of the faculty prepares required budgets for equipment and supplies. The chairman is also responsible for the security of all equipment and the maintenance of periodic inventories.

VI OTHER DUTIES

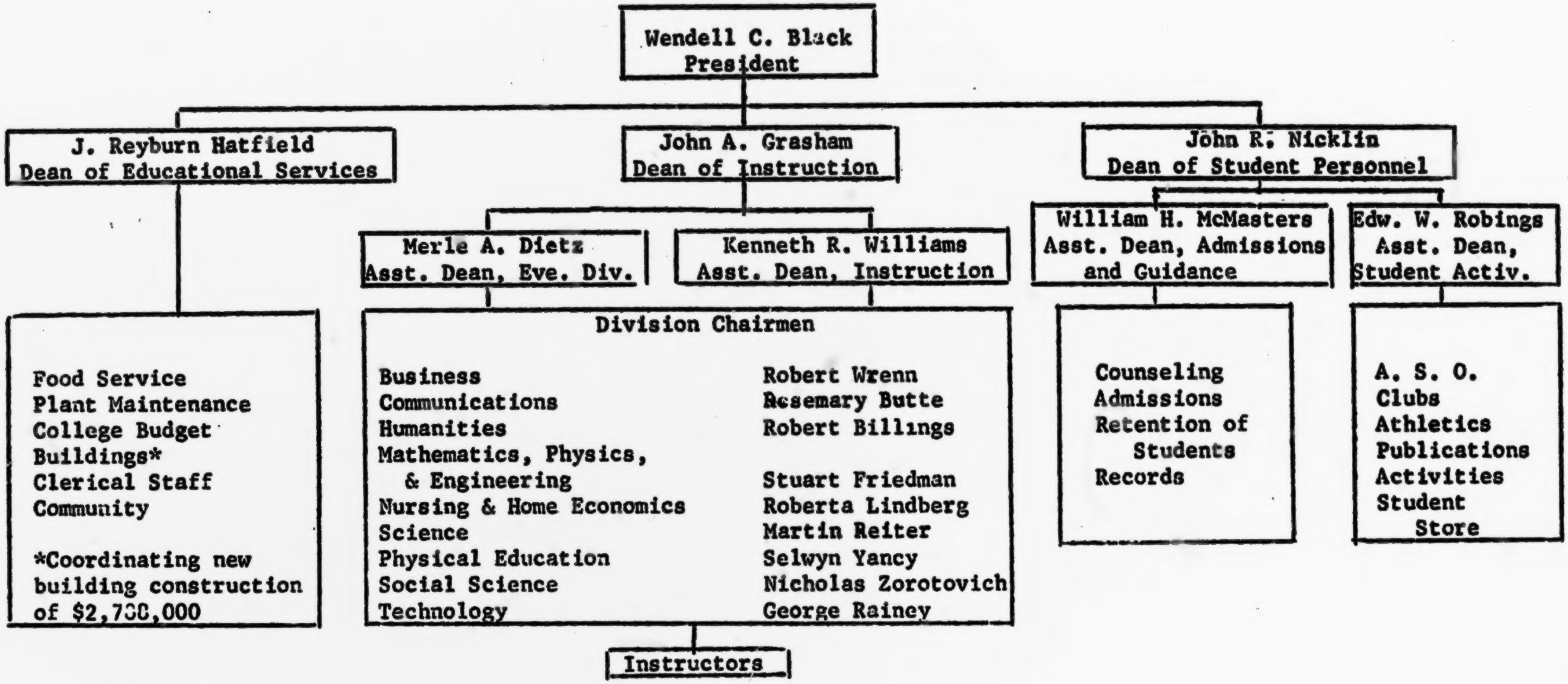
The chairman is responsible for such other duties as may be assigned.

Office of Instruction
3/21/66

LOS ANGELES HARBOR COLLEGE

ORGANIZATION CHART

FALL 1966



Wendell C. Black
President

John A. Grasham
Dean of Instruction

J. Reyburn Hatfield
Dean of Educational Services

- Food Service
- Plant Maintenance
- College Budget
- Buildings*
- Clerical Staff
- Community

*Coordinating new building construction of $2,700,000

Merle A. Dietz
Asst. Dean, Eve. Div.

Kenneth R. Williams
Asst. Dean, Instruction

Division Chairmen

Business	Robert Wrenn
Communications	Rosemary Butte
Humanities	Robert Billings
Mathematics, Physics, & Engineering	Stuart Friedman
Nursing & Home Economics	Roberta Lindberg
Science	Martin Reiter
Physical Education	Selwyn Yancy
Social Science	Nicholas Zorotovich
Technology	George Rainey

Instructors

John R. Nicklin
Dean of Student Personnel

William H. McMasters
Asst. Dean, Admissions and Guidance

- Counseling
- Admissions
- Retention of Students
- Records

Edw. W. Robings
Asst. Dean, Student Activ.

- A. S. O.
- Clubs
- Athletics
- Publications
- Activities
- Student Store

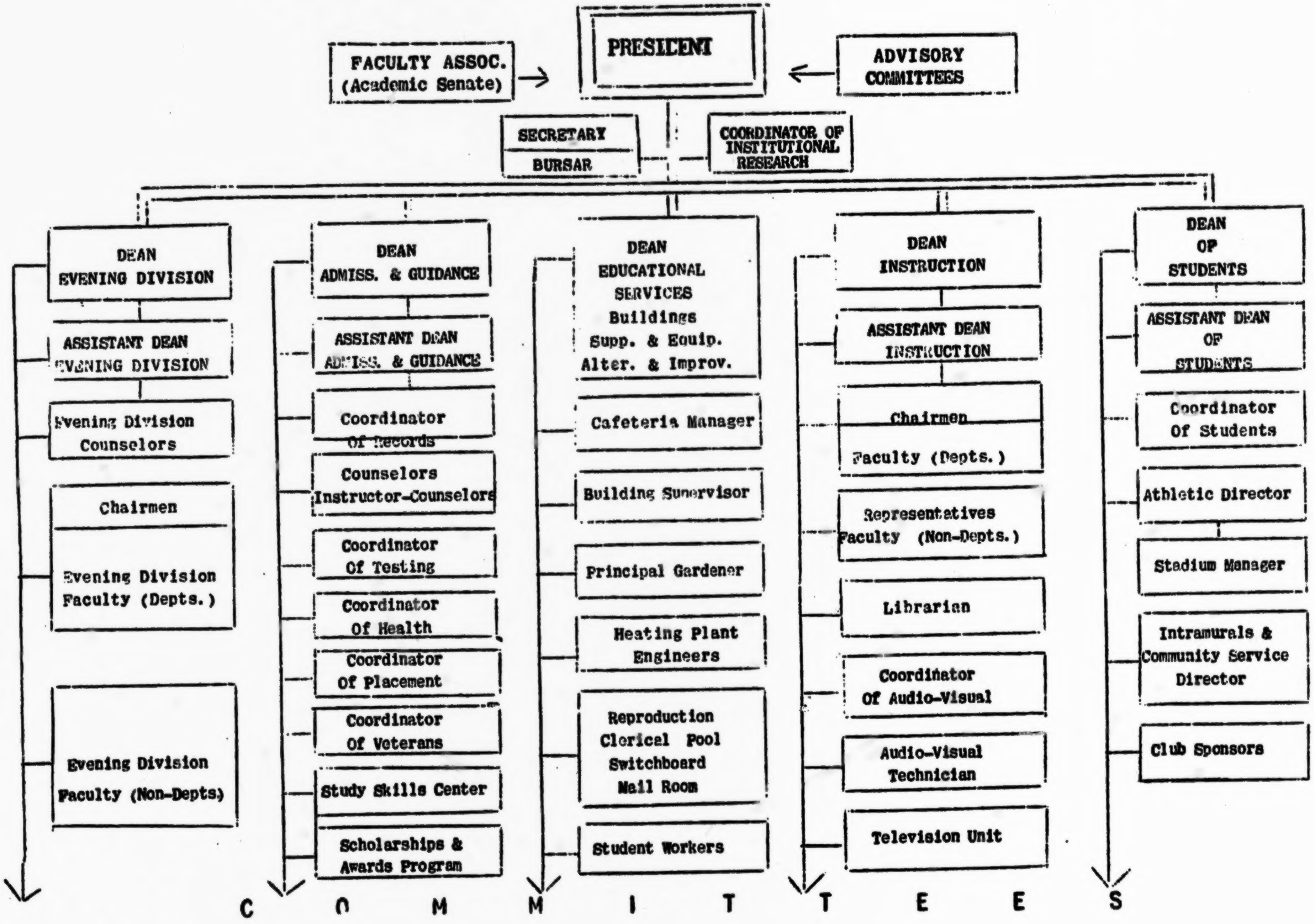
This chart does not show the following coordinators:
Admissions: Richard D. Noble
Health: Jean M. McAlary
Vocational Education: F. J. Clines

Approved: Wendell C. Black

DUTIES OF DIVISION CHAIRMEN

1. Assists in development of curriculum as a member of the Curriculum and Instruction Committee.
2. Prepares division schedule of classes.
3. Acts as liaison between the administrator and the instructor, and between the student and the instructor.
4. Assists in the recruitment and selection of teachers.
5. Assists in apportioning supply and equipment money.
6. Supervises and evaluates instruction.
7. Assists the administration in the development of college policies in his capacity as a member of the Administrative Council.
8. Prepares catalog materials.
9. Initiates and processes alterations and improvements, maintenance, and repair and replacement requests.
10. Informs the administration of instructor needs.
11. Plans covering of classes in absence of instructor(s).
12. Prepares division and instructors' reports.
13. Assists in the selection of textbooks, recommends their final approval, and orders them.
14. Promotes and assists in the organization of advisory committees.
15. Orients substitute instructor(s) in absence of regular instructor(s).
16. Holds division meetings.
17. Makes certain that course outlines and library reading lists are prepared by all instructors in the division.
18. Processes equipment and supplies and audio-visual requests for members of the department.
19. Represents the college and the division at local and area meetings.
20. Takes responsibility for the maintenance of grounds and plant.
21. "Arbitrates" disputes within the division.
22. Coordinates examination materials within the division.
23. Promotes ordering and use of library materials.
24. Organizes and supervises In-Service training and institute programs.

INTERNAL ORGANIZATION LOS ANGELES VALLEY COLLEGE, SEPTEMBER 1966


PRESIDENT
FACULTY ASSOC. (Academic Senate)
ADVISORY COMMITTEES
SECRETARY
BURSAR
COORDINATOR OF INSTITUTIONAL RESEARCH
DEAN EVENING DIVISION
ASSISTANT DEAN EVENING DIVISION
Evening Division Counselors
Chairmen
Evening Division Faculty (Depts.)
Evening Division Faculty (Non-Depts)
DEAN ADMISS. & GUIDANCE
ASSISTANT DEAN ADMISS. & GUIDANCE
Coordinator Of Records
Counselors Instructor-Counselors
Coordinator Of Testing
Coordinator Of Health
Coordinator Of Placement
Coordinator Of Veterans
Study Skills Center
Scholarships & Awards Program
DEAN EDUCATIONAL SERVICES Buildings Supp. & Equip. Alter. & Improv.
Cafeteria Manager
Building Supervisor
Principal Gardener
Heating Plant Engineers
Reproduction Clerical Pool Switchboard Mail Room
Student Workers
DEAN INSTRUCTION
ASSISTANT DEAN INSTRUCTION
Chairmen
Faculty (Depts.)
Representatives Faculty (Non-Depts.)
Librarian
Coordinator Of Audio-Visual
Audio-Visual Technician
Television Unit
DEAN OF STUDENTS
ASSISTANT DEAN OF STUDENTS
Coordinator Of Students
Athletic Director
Stadium Manager
Intramurals & Community Service Director
Club Sponsors
C O M M I T T E E S

g. Responsibilities of Department Chairmen and Representatives.

The department chairman, under the direction of the President or his designated representative, acts as chairman of the instructors in the department and assists the administrative staff by performing the following duties:

1) Serves as an instructor.

2) Reports to the respective Deans the concensus of the department relative to class schedules for each member, office assignments and room schedules for all classes offered by the department, day and evening. He gives technical advice relative to the competence of the instructors in the department to teach particular courses, and he is responsible for the supervision of instruction and the administration of standards.

3) Conducts departmental studies, as needed, on matters concerned with scholarship standards, final examinations, grade distribution, and related items.

4) Assists in coordinating a study schedule for each major field offered by the department so that students in these major fields will not have conflicts in their study programs.

5) Works with the Dean of Instruction for the growth, improvement, and expansion of curricula to better prepare students for employment.

6) Informs instructors of the changing requirements of universities to which students matriculate, and recommends modifications of the courses which parallel university offerings.

7) Acts as liaison between administrators and instructors within the department in such matters as instructor's examinations, preparation of specifications for instructor's examinations, and in-service training activities.

8) Aids instructors in preparation of syllabi, in textbook selection, preparation of course outlines, and the use of audio-visual aids.

9) Represents the President's office in insuring that all instructors in the department who are teaching the same subjects use approved textbooks and materials and cover equivalent course content during a given period of time.

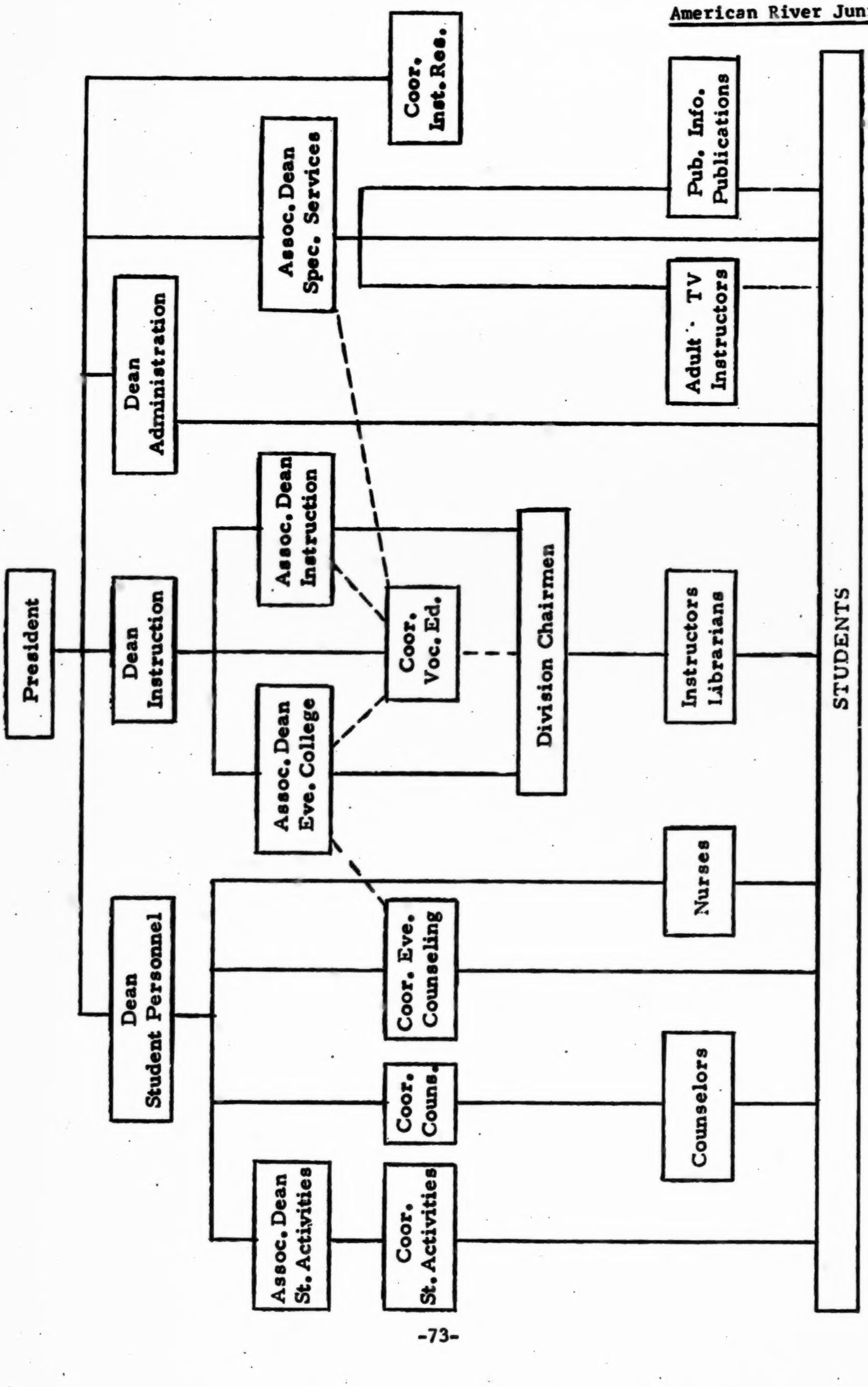
10) Introduces new instructors to their duties and responsibilities, interprets the functions of the institution as a community college for (1) preprofessional curricula, (2) semi-professional curricula, (3) extra class activities as a part of the educational experiences of the student.

11) Works with the counseling staff in determining departmental curriculum for the College catalog.

12) Assumes responsibility for the selection, ordering, and care of the necessary supplies and equipment.

13) Performs related duties as required.

AMERICAN RIVER JUNIOR COLLEGE


President
Dean Instruction
Dean Administration
Dean Student Personnel
Coor. Inst. Res.
Assoc. Dean Spec. Services
Assoc. Dean Instruction
Assoc. Dean Eve. College
Coor. Voc. Ed.
Division Chairmen
Coor. Eve. Counseling
Coor. Couns.
Assoc. Dean St. Activities
Coor. St. Activities
Pub. Info. Publications
Adult TV Instructors
Instructors Librarians
Nurses
Counselors
STUDENTS

Division Chairman

1. Recommend to dean of instruction staff changes and additions within the division.

2. Cooperate with dean of instruction in recommending curricular changes and revisions.

3. Recommend to dean of administration the purchase of supplies and equipment for the division.

4. Review and approve budget requests and purchase requests of instructors within the division.

5. Work with associate dean of instruction in supervision and evaluation of instruction, and in programs directed toward improvement of instruction.

6. Promote, organize, develop, coordinate, evaluate and recommend revisions in the instructional program of the division.

7. Assist in selection of new faculty members and make recommendations for recruitment of instructors to dean of instruction.

8. Assist in selection of probationary instructors to be granted tenure.

9. Make recommendations concerning instructor and room assignments, and assist the associate dean of instruction in developing the schedule of classes.

10. Consult with campus director of library services on ordering books, periodicals, and records; preparation of lists of titles for reserve circulation; and audio-visual supplies for the division.

11. Teach assigned classes and maintain office hours.

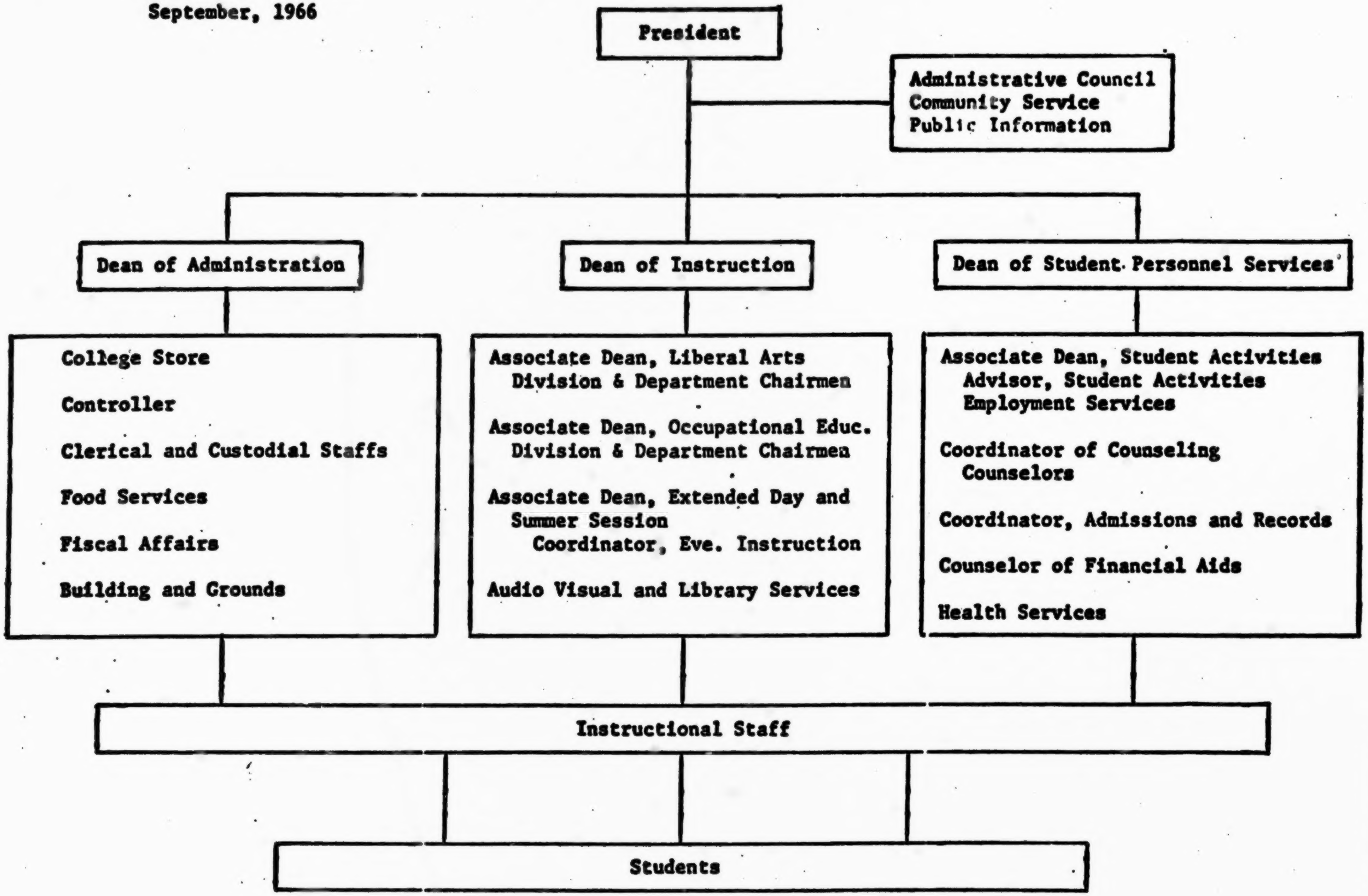
12. Facilitate liaison between division members and instructors in similar subject matter fields in district high schools and neighboring colleges.

13. Assume responsibility for periodically reviewing and evaluating the professional progress of members of the division.

14. Meet with evening instructors who teach courses that are also offered in the day division, and make recommendations directed at having evening courses correspond in content and instruction to comparable day classes.

15. Assume special responsibilities on assignment.

SACRAMENTO CITY COLLEGE
ORGANIZATION CHART
September, 1966


President
Administrative Council
Community Service
Public Information
Dean of Administration
Dean of Instruction
Dean of Student Personnel Services
College Store
Controller
Clerical and Custodial Staffs
Food Services
Fiscal Affairs
Building and Grounds
Associate Dean, Liberal Arts
Division & Department Chairmen
Associate Dean, Occupational Educ.
Division & Department Chairmen
Associate Dean, Extended Day and
Summer Session
Coordinator, Eve. Instruction
Audio Visual and Library Services
Associate Dean, Student Activities
Advisor, Student Activities
Employment Services
Coordinator of Counseling
Counselors
Coordinator, Admissions and Records
Counselor of Financial Aids
Health Services
Instructional Staff
Students

Division or Department Chairman

Under the direction of the appropriate Associate Dean and Dean:

a. Acts as liaison officer between segments comprising his division or department and assumes leadership in promoting the cooperation of the instructional staff.

b. Assists in developing and coordinating curricula in the area of his responsibility.

c. Prepares the budget requests of the division, initiates requests for requisitions, and acknowledges items received on purchase orders.

d. Serves as presiding officer at staff meetings.

e. Assists in the evaluation of the staff and programs.

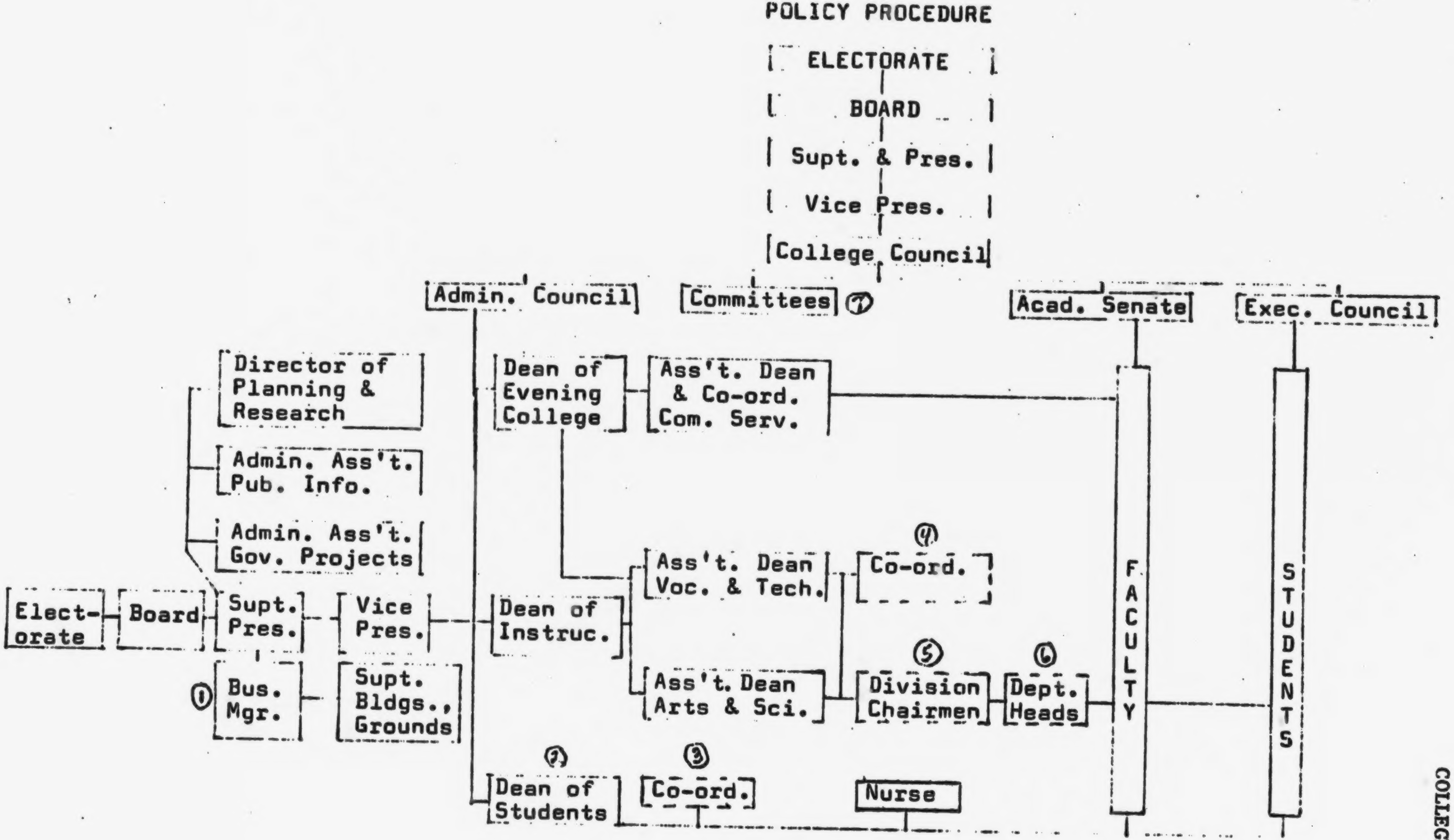
f. Assumes responsibility for the proper utilization and adequate protection of college property allocated to the division.

g. Administers division budget.

h. Assists in the preparation of class schedules and catalog materials.

i. Performs such other duties as may be assigned.

RESPONSIBILITY PROCEDURE


POLICY PROCEDURE
ELECTORATE
BOARD
Supt. & Pres.
Vice Pres.
College Council
Admin. Council
Committees ⑦
Acad. Senate
Exec. Council
Elect-orate
Board
Supt. Pres.
Director of Planning & Research
Admin. Ass't. Pub. Info.
Admin. Ass't. Gov. Projects
① Bus. Mgr.
Vice Pres.
Supt. Bldgs., Grounds
Dean of Evening College
Ass't. Dean & Co-ord. Com. Serv.
Dean of Instruc.
Ass't. Dean Voc. & Tech.
④ Co-ord.
Ass't. Dean Arts & Sci.
⑤ Division Chairmen
⑥ Dept. Heads
② Dean of Students
③ Co-ord.
Nurse
FACULTY
STUDENTS

[- - - -] - indicates partial administration with teaching more than half time.

① - ⑦ - see next page.

CERTIFICATED EMPLOYEES

DUTIES AND RESPONSIBILITIES

Division Chairmen

1. Promote, organize, coordinate, and develop division programs under the direction of the Dean of Instruction and in cooperation with the teachers in the division.

2. Recommend staff changes and additions within their divisions.

3. Recommend curricula changes to the Dean of Instruction.

4. Be in charge of ordering, maintenance and care of instructional equipment and supplies.

5. Assist in the preparation and administration of the division budget.

6. Maintain regular office hours as posted.

7. Report to the Dean of Instruction on the supervision and evaluation of instruction and instructors.

8. Assist in the evaluation of probationary teachers.

9. Arrange for substitute teachers and report weekly to the Dean of Instruction.

10. Review lesson plans and instructional materials used by teachers.

Department Heads

1. Coordinate sections and classes under the direction of Division Chairmen.

2. Allocate and care for instructional equipment and supplies.

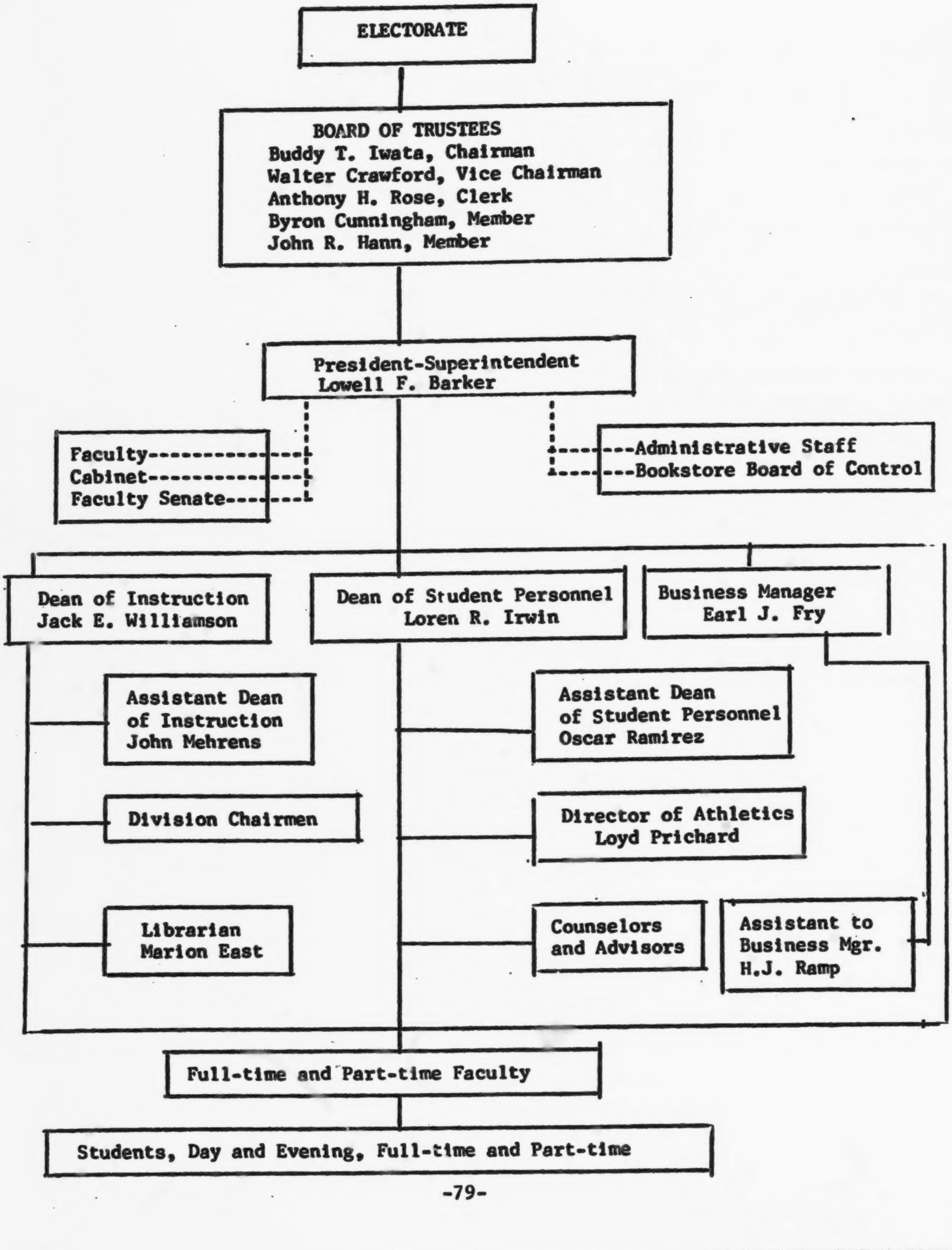
3. Assist in the supervision and evaluation of teachers and courses, including the evaluation of probationary teachers within the department.

4. Perform other duties assigned by the Division Chairman or the Dean of Instruction.

MERCED COLLEGE

ORGANIZATIONAL CHART

1966-67


ELECTORATE
BOARD OF TRUSTEES
Buddy T. Iwata, Chairman
Walter Crawford, Vice Chairman
Anthony H. Rose, Clerk
Byron Cunningham, Member
John R. Hann, Member
President-Superintendent
Lowell F. Barker
Faculty
Cabinet
Faculty Senate
Administrative Staff
Bookstore Board of Control
Dean of Instruction
Jack E. Williamson
Dean of Student Personnel
Loren R. Irwin
Business Manager
Earl J. Fry
Assistant Dean
of Instruction
John Mehrens
Division Chairmen
Librarian
Marion East
Assistant Dean
of Student Personnel
Oscar Ramirez
Director of Athletics
Loyd Prichard
Counselors
and Advisors
Assistant to
Business Mgr.
H.J. Ramp
Full-time and Part-time Faculty
Students, Day and Evening, Full-time and Part-time

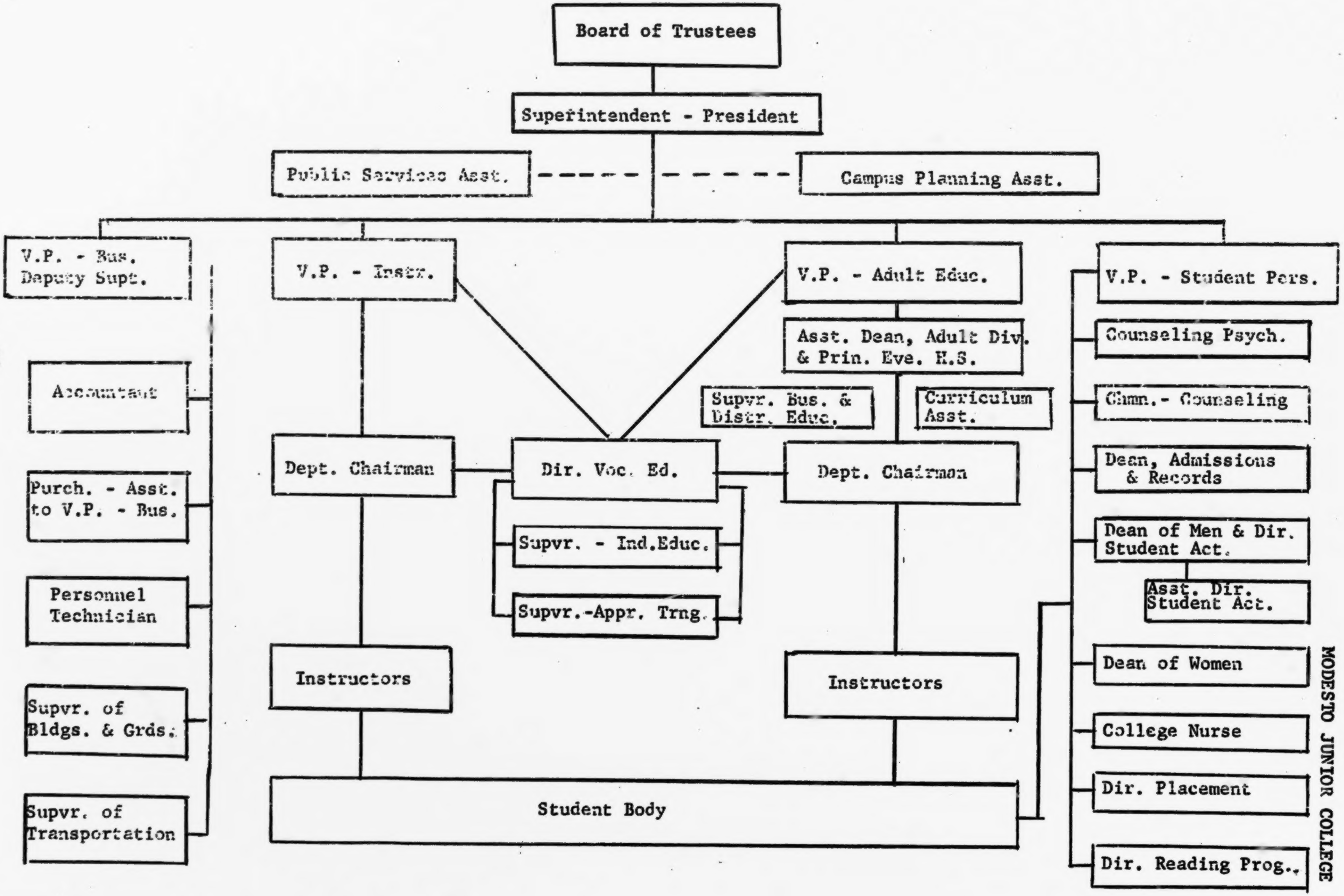
DUTIES AND RESPONSIBILITIES OF DIVISION CHAIRMEN

Under the direct supervision of the Dean of Instruction and Assistant Superintendent for Instruction, the division chairman performs the following duties:

1. Gives general leadership to the division.
2. Provides for articulation within the division in the day program and between day and evening classes.
3. Has general supervision of textbooks and materials ordered for classes in the division.
4. Assists in the observation of classes of part-time evening teachers.
5. Assists the Dean of Instruction and Assistant Superintendent for Instruction with teacher selection, scheduling of classes, preparation of budget and budget control, textbook selection, preparation of course outlines, maintenance of the course outline file, and general assistance in curriculum development and the instructional program.
6. Prepares news releases concerning the assigned areas of responsibility. News releases are to be submitted to the Dean of Instruction and Assistant Superintendent for Instruction.
7. Submits an annual report to the Dean of Instruction and Assistant Superintendent for Instruction.

ORGANIZATIONAL CHART OF MODESTO JUNIOR COLLEGE

YOSEMITE JUNIOR COLLEGE DISTRICT


Board of Trustees
Superintendent - President
Public Services Asst.
Campus Planning Asst.
V.P. - Bus. Deputy Supt.
Accountant
Purch. - Asst. to V.P. - Bus.
Personnel Technician
Supvr. of Bldgs. & Grds.
Supvr. of Transportation
V.P. - Instr.
Dept. Chairman
Instructors
Dir. Voc. Ed.
Supvr. - Ind.Educ.
Supvr.-Appr. Trng.
Supvr. Bus. & Distr. Educ.
V.P. - Adult Educ.
Asst. Dean, Adult Div. & Prin. Eve. H.S.
Curriculum Asst.
Dept. Chairman
Instructors
Student Body
V.P. - Student Pers.
Counseling Psych.
Chmn.- Counseling
Dean, Admissions & Records
Dean of Men & Dir. Student Act.
Asst. Dir. Student Act.
Dean of Women
College Nurse
Dir. Placement
Dir. Reading Prog.

DEPARTMENTAL ORGANIZATION

The faculty is grouped into departments, each with a chairman. In addition, the Librarian is recognized as a department chairman. Chairmen are subject to appointment annually upon recommendation of the Superintendent-President. The chairman has the central and primary responsibility for the development and improvement of the program and faculty of his area of instruction.

His specific duties are:

1. To coordinate departmental activities in evaluation and development of curriculum.
2. To serve as departmental representative on the Curriculum Committee.
3. To work closely with the Vice President-Instruction, and with the Vice President-Adult Education in the procurement, orientation, and evaluation of personnel in the department, both day and evening divisions.
4. To prepare department budget requests and to supervise expenditures.
5. To prepare class schedules for the department and to provide for control of sections at registration.

Following is a list of the Department Chairmen:

Art	Mr. Paul Corrigan
Agriculture	Mr. Ernest Tarone
Business	Miss Carol Savage
Counseling	Miss Vivian Manha
Engineering and Engineering Technology	Mr. Rex Waymack
Home Economics	Mrs. Irene Carlson
Library	Dr. William Stanley
Law Enforcement	Mr. Jack McArthur (Acting)
Literature and Language Arts	Dr. John H. Jennings
Mathematics	Mr. James Pierce
Music	Mr. Robert McKnight
~~Nursing~~ Health Occupations	Mrs. Genevieve Johnson
Physical Education	Mr. Leon Lafaille
Science	~~Dr. Duncan Thomson~~ Mr. Paul Kurtz
Social Science	Mr. Paul Christian
Speech	Dr. Edward McClarty
Trade-Technical	Mr. Howard Baker

DUTIES AND RESPONSIBILITIES
OF THE
DIVISION CHAIRMAN

The Division Chairman shall serve as liaison between the members of his division and the administrative officers. He shall be directly responsible to the Dean of Instruction on all matters, except those relating to student personnel, in which case he will be responsible to the Dean of Student Personnel.

The Division Chairman shall:

1. Participate with Administration in the selection, supervision, and evaluation of instructors within his division. In this process he will be responsible for assisting members of the division to search out the most effective means of instruction for the students within that division.

2. Participate and coordinate with the Administration in the development, revision, and evaluation of the curricular offerings of his division.

3. Coordinate the preparation of requisitions for supplies and equipment for his division provided tha appropriate clerical help is available.

4. Assist and coordinate the preparation of the annual budget for his division. He will be responsible for presenting and defending this budget but will not be responsible for recommending or administering cuts or adjustments in the budget.

5. Administer the day-to-day program of substitute instruction, working in close cooperation with the Dean of Instruction who is responsible for recruiting, credentialing and maintaining a pool of qualified substitutes.

6. Coordinate the preparation of the master class schedule for the division.

7. Coordinate the evaluation and equalization of teaching loads within his division.

8. Consult with the librarian regarding the library collection as it relates to the curriculum of his division.

9. Coordinate the activities of the departments within his division as these are developed.

10. Conduct regular meetings of his division to insure effective communications among members of the division.

11. Participate with the Administration in the liaison between the college and high schools and between the college and other colleges and universities.

12. Participate with the Administration in the liaison between the college and industry, business and other community groups as it pertains to the division.

13. Coordinate the preparation of course outlines and textbook selection for the division and maintain appropriate files of these activities.

Method of Selection, Tenure and Compensation of Division Chairmen

Division Chairmen shall be appointed by the President. Each division will nominate two persons whom they consider qualified for the position and will submit these nominations to the President. The President will consult with members of the division prior to making his final appointment.

In the event that it would be appropriate to bring in a Division Chairman from outside of the regular faculty, the Administration will consult with the division first.

Division Chairmen may be re-nominated for successive terms.

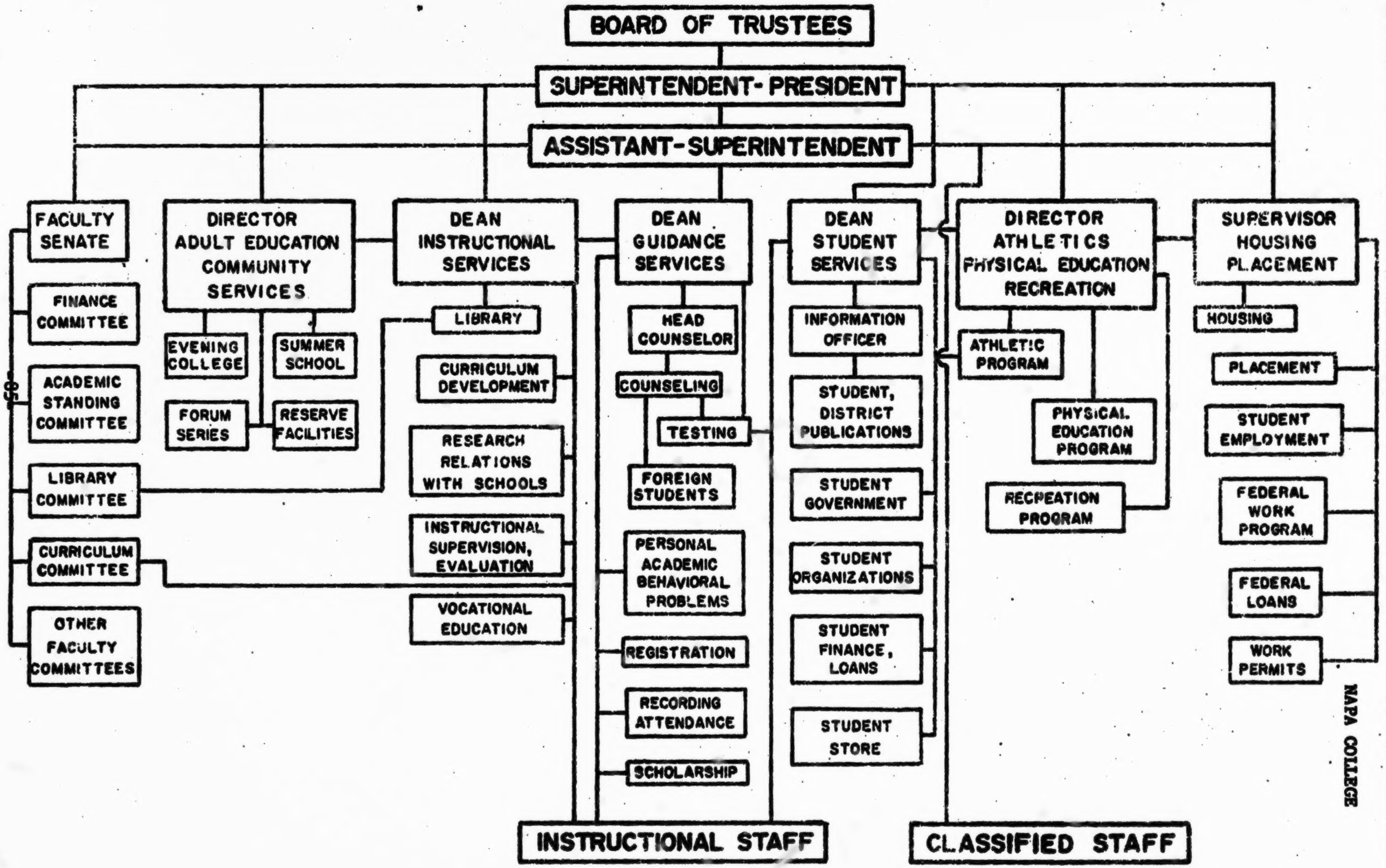
Division Chairmen will be reimbursed for this assignment as follows:

1. Through appropriate reduction in teaching load

2. Through hourly pay for supervision of the evening or summer program as determined in advance with Administration.

3. Through the regular salary schedule for extra assignments beyond the regular teaching year.

ORGANIZATIONAL CHART - NAPA JUNIOR COLLEGE


BOARD OF TRUSTEES
SUPERINTENDENT-PRESIDENT
ASSISTANT-SUPERINTENDENT
FACULTY SENATE
FINANCE COMMITTEE
ACADEMIC STANDING COMMITTEE
LIBRARY COMMITTEE
CURRICULUM COMMITTEE
OTHER FACULTY COMMITTEES
DIRECTOR ADULT EDUCATION COMMUNITY SERVICES
EVENING COLLEGE
SUMMER SCHOOL
FORUM SERIES
RESERVE FACILITIES
DEAN INSTRUCTIONAL SERVICES
LIBRARY
CURRICULUM DEVELOPMENT
RESEARCH RELATIONS WITH SCHOOLS
INSTRUCTIONAL SUPERVISION, EVALUATION
VOCATIONAL EDUCATION
DEAN GUIDANCE SERVICES
HEAD COUNSELOR
COUNSELING
TESTING
FOREIGN STUDENTS
PERSONAL ACADEMIC BEHAVIORAL PROBLEMS
REGISTRATION
RECORDING ATTENDANCE
SCHOLARSHIP
DEAN STUDENT SERVICES
INFORMATION OFFICER
STUDENT, DISTRICT PUBLICATIONS
STUDENT GOVERNMENT
STUDENT ORGANIZATIONS
STUDENT FINANCE, LOANS
STUDENT STORE
DIRECTOR ATHLETICS PHYSICAL EDUCATION RECREATION
ATHLETIC PROGRAM
PHYSICAL EDUCATION PROGRAM
RECREATION PROGRAM
SUPERVISOR HOUSING PLACEMENT
HOUSING
PLACEMENT
STUDENT EMPLOYMENT
FEDERAL WORK PROGRAM
FEDERAL LOANS
WORK PERMITS
INSTRUCTIONAL STAFF
CLASSIFIED STAFF

NAPA COLLEGE

1966-67
ORGANIZATION CHART

. . . . . ORANGE COAST JUNIOR COLLEGE DISTRICT . . . . .

(Executive Office of the Board of Trustees)

DISTRICT SUPERINTENDENT

(District Educational Services)
DEAN OF RESEARCH AND PLANNING
DIRECTOR OF THE EVENING COLLEGE
  DEAN: GOLDEN WEST EVENING COLLEGE
  DEAN: ORANGE COAST EVENING COLLEGE
COORDINATOR: TRADE & TECHNICAL EDUC.

(District Finance & Business Services)
ASSISTANT SUPERINTENDENT: BUSINESS
CONSULTANT
DIRECTOR OF DATA PROCESSING
ADMINISTRATIVE ASSISTANT: PUBLICITY
ADMINISTRATIVE ASSISTANT: FEDERAL PROJECTS

. . . . GOLDEN WEST COLLEGE . . . .

COLLEGE PRESIDENT

(Public Relations & Community Services)
ADMINISTRATIVE ASSISTANT: PUBLICITY

(Business Services & ASGWC Enterprises)
CAMPUS BUSINESS MANAGER

(Instruction & Curriculum Development)
DEAN OF INSTRUCTION
- COLLEGE LIBRARIAN
  ASSISTANT LIBRARIANS
  EVENING COLLEGE LIBRARIAN
- INSTRUCTIONAL MATERIALS CENTER, SUPERVISOR
  TECHNICAL ASSISTANTS
  FORUM SECRETARIES
- CHAIRMAN — (Business Division)
- CHAIRMAN — (Communications Division)
  ASSISTANT CHAIRMAN
- CHAIRMAN — (Physical & Recreational Education Division)
- CHAIRMAN — (Mathematics & Science Division)
  ASSISTANT CHAIRMAN
- CHAIRMAN — (Fine and Applied Arts Division)
- CHAIRMAN — (Social Science Division)
- CHAIRMAN — (Technology Division)

TEACHING FACULTY

(Student Personnel Services)
DEAN OF STUDENTS
- ASSOC. DEAN OF STUDENTS: ADMISSIONS & RECORDS
  ASSIST. DEAN: ADMISSIONS & RECORDS
- ASSOCIATE DEAN OF STUDENTS: ACTIVITIES
- ASSOCIATE DEAN OF STUDENTS: SERVICES
  COLLEGE NURSE
  TESTING AND PLACEMENT SERVICES
- DIRECTOR OF ATHLETICS
- COUNSELOR
- COUNSELOR
- COUNSELOR
- COUNSELOR
- COUNSELOR

DIVISIONAL ORGANIZATION

The instructional program at Golden West College has been organized into seven divisional units each headed by a Chairman. Although it is necessary to maintain these operational units as separate administrative identities, the artificiality of divisional boundaries is acknowledged. Faculty members are encouraged to develop interdisciplinary or inter-divisional courses and curricula when it serves the interests of our students to do so.

Business	Mr. Edwin Aronson, Chairman
Commumincations	Mrs. Edith Freligh, Chairman Mrs. Beverly Grey, Assistant Chairman
Fine & Applied Arts	Mr. John Wordes, Chairman
Mathematice & Science	Mr. David Pierce, Chairman Mr. Hayden Williams, Assistant Chairman
Physical & Recreation Education	Mr. Fred Owens, Chairman
Social Science	Dr. James Catanzaro, Chairman
Technology	Mr. Edward Parsons, Chairman

- -

THE ROLE OF THE DIVISION CHAIRMAN

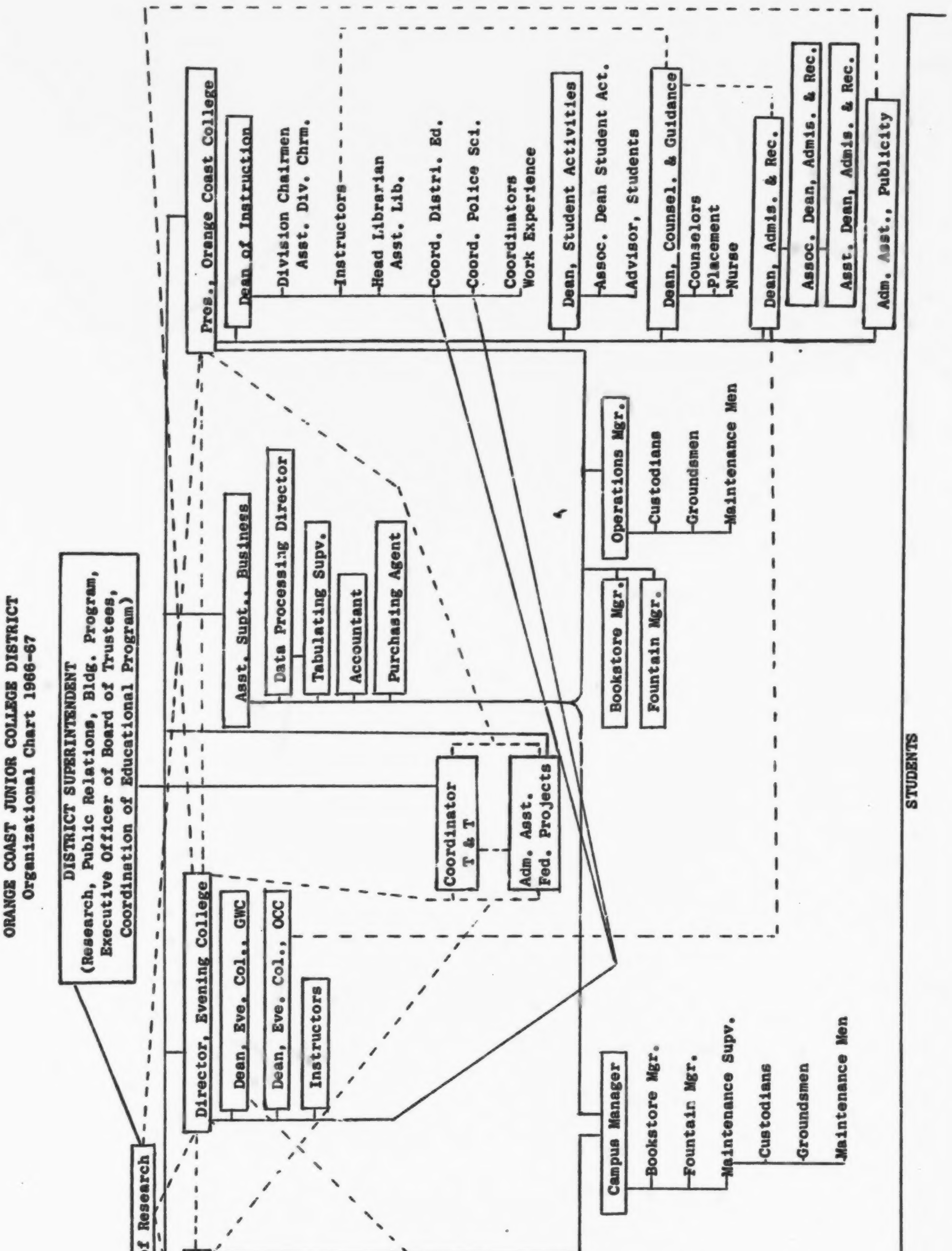
Divisional structure. Divisions at GWC are designed to afford close ties between kindred disciplines, and to provide a simple basis for the integration of the entire curricular and co-curricular program of the college. In addition, The division serves as the framework for the advisement of students, and as a basis for student government. The division chairman is accordingly responsible to the Dean of Instruction and the President for the staffing, promotion, coordination, and development of divisional programs relating to instruction, advising, and divisional student affairs.

Curriculum development. In keeping with the commitment to instructional leadership, the division chairman encourages close liaison with the community, and guides the division in the constant development of responsible and creative educational goals and the acceleration of the division's program in view of these goals by new and thoughtful means. For this reason the division chairman represents the division on the Curriculum Council of the college.

Supervision and evaluation. Also within the charge of the chairman is the familiarization of probationary personnel with divisional and college assignments, and the assistance in professional development of each division member. In this light the chairman assumes responsibility, with the Dean of Instruction and the President, for faculty evaluation and ensuing recommendations. Not only is the direct instructional competence of the division member within the ambit of evaluation, but the teacher's role as adviser is also considered. Hence the chairman works with the Dean of Students and the division counselor in heightening the division's contribution to student advisement and student career selection.

Budget and supplies. Finally, the supervision of the procurement and use of supplies and teaching aids is the task of the chairman. The division chairman approves all teachers' requests for supplies and equipment. He recommends annually all matters pertaining to the division budget.

ORANGE COAST JUNIOR COLLEGE DISTRICT
Organizational Chart 1966-67


DISTRICT SUPERINTENDENT
(Research, Public Relations, Bldg. Program, Executive Officer of Board of Trustees, Coordination of Educational Program)
Dean of Research
Pres., Golden West College
Dean of Instruction
Division Chairmen
Instructors
Head Librarian
Asst. Lib.
Dean, Student Services
Assoc. Dean Admis. & Rec.
Assoc. Dean Men
Assoc. Dean Women
Counselors
Adm. Asst., Publicity
Director, Evening College
Dean, Eve. Col., GWC
Dean, Eve. Col., OCC
Instructors
Campus Manager
Bookstore Mgr.
Fountain Mgr.
Maintenance Supv.
Custodians
Groundsmen
Maintenance Men
Coordinator T & T
Adm. Asst. Fed. Projects
Asst. Supt., Business
Data Processing Director
Tabulating Supv.
Accountant
Purchasing Agent
Bookstore Mgr.
Fountain Mgr.
Operations Mgr.
Custodians
Groundsmen
Maintenance Men
Pres., Orange Coast College
Dean of Instruction
Division Chairmen
Asst. Div. Chrm.
Instructors
Head Librarian
Asst. Lib.
Coord. Distri. Ed.
Coord. Police Sci.
Coordinators
Work Experience
Dean, Student Activities
Assoc. Dean Student Act.
Advisor, Students
Dean, Counsel. & Guidance
Counselors
Placement
Nurse
Dean, Admis. & Rec.
Assoc. Dean, Admis. & Rec.
Asst. Dean, Admis. & Rec.
Adm. Asst., Publicity
STUDENTS
Line
Staff

RESPONSIBILITIES OF DIVISION CHAIRMEN

Division Chairmen have the following responsibilities and duties:

1. Promote, organize coordinate and develop the program of their divisions.
2. Develop with the Dean of Instruction recommendations for staff changes and additions within the division.
3. Recommend a schedule of classes for his division each semester to the Dean of Instruction.
4. Recommend to President curriculum changes for the division.
5. Recommend to Assistant Superintendent, Business the purchase of supplies and equipment for the division.
6. Teach classes.
7. Stimulate ways and means for improvement of instruction within the division.
8. Work with high schools to coordinate educational offerings.
9. Submit annual written report to President.
10. Maintain office hours.

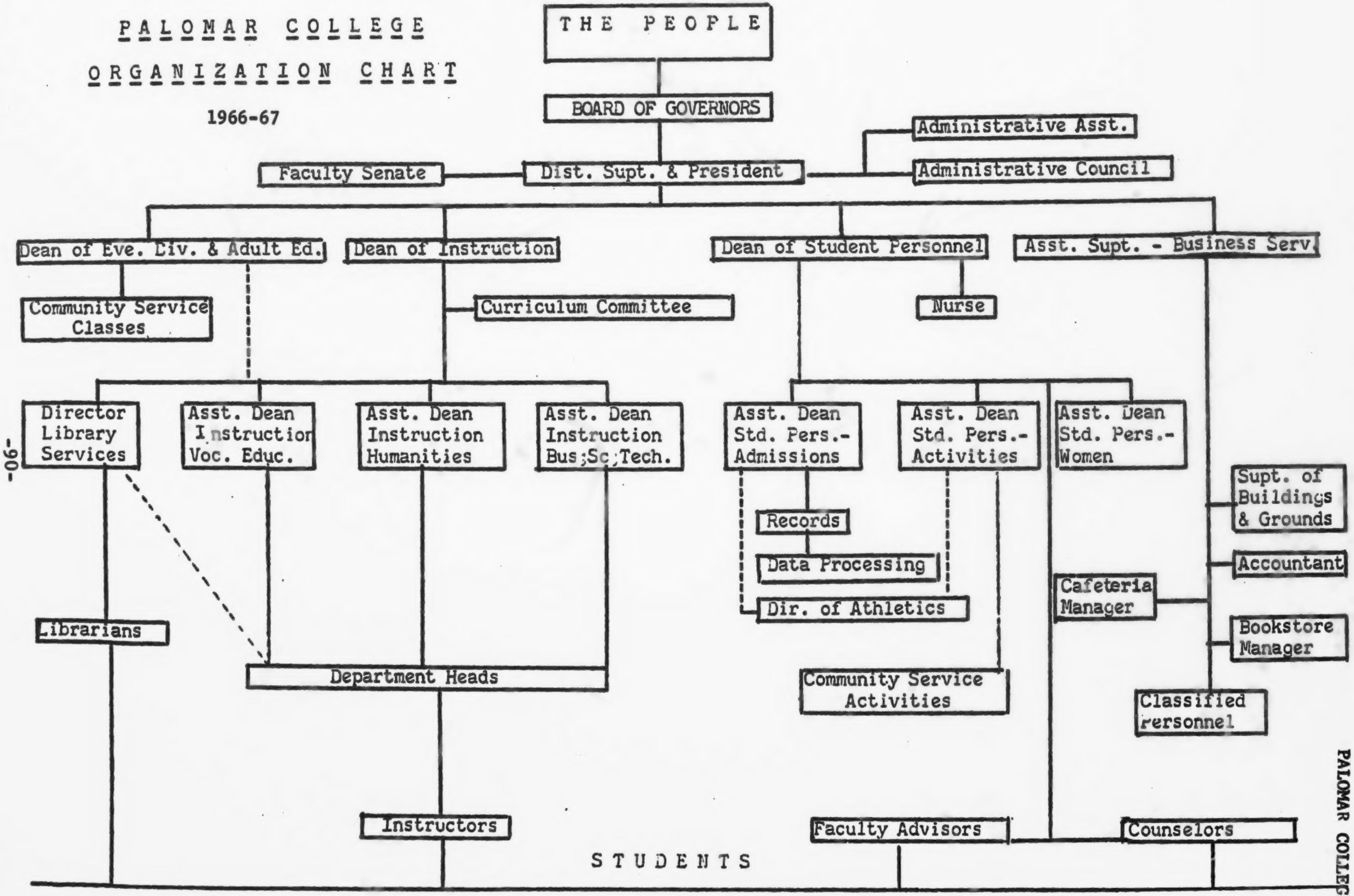
RESPONSIBILITIES OF ASSISTANT DIVISION CHAIRMEN

Under general supervision and coordination of Division Chairman, Assistant Division Chairmen have the following responsibilities for a designated portion of the instruction fields included in the division.

1. Recommend curriculum changes.
2. Assist in the supervision of instruction and stimulate ways and means for the improvement of instruction.
3. Recommend purchases of supplies and equipment.
4. Assist the Division Chairman, upon request, with other work of the Division.
5. Maintain office hours.

PALOMAR COLLEGE
ORGANIZATION CHART

1966-67


THE PEOPLE
BOARD OF GOVERNORS
Faculty Senate
Dist. Supt. & President
Administrative Asst.
Administrative Council
Dean of Eve. Div. & Adult Ed.
Dean of Instruction
Dean of Student Personnel
Asst. Supt. - Business Serv.
Community Service Classes
Curriculum Committee
Nurse
Director Library Services
Asst. Dean Instruction Voc. Educ.
Asst. Dean Instruction Humanities
Asst. Dean Instruction Bus;Sc;Tech.
Asst. Dean Std. Pers.- Admissions
Asst. Dean Std. Pers.- Activities
Asst. Dean Std. Pers.- Women
Supt. of Buildings & Grounds
Records
Data Processing
Dir. of Athletics
Accountant
Cafeteria Manager
Bookstore Manager
Librarians
Department Heads
Community Service Activities
Classified Personnel
Instructors
Faculty Advisors
Counselors
STUDENTS

9. Assistant Deans of Instruction

The instructional organization of Palomar College consists of two divisions: Humanities and Science, Technology and Business. The Assistant Deans are directly responsible to the Dean of Instruction for:

a. The scheduling, with the department heads concerned, of all graded classes in the division, day and evening.
b. Coordination of curricula in the division through membership on the Curriculum Committee.
c. Screening of requisitions for equipment and supplies originated by the department within the division.
d. Maintenance of liaison with the Business Manager regarding departmental budgets and expenditures.
e. Assisting in the coordination of Adult Evening Div. offerings with the curricula of the College.
f. Coordination and approval of texts used in the day and evening programs.
g. Periodic examination of the syllabi for courses within the division and recommendations to department heads for needed revisions.
h. Interviewing, with the department heads concerned, candidates for teaching positions within the division, both day and evening, with subsequent recommendations to the Dean of Instruction.
i. Bringing to the attention of the administration outstanding instructional practices on the part of teachers within the division.
j. Acts as Director of Summer Session on alternate years.

II. ADMINISTRATIVE ORGANIZATON - C., 9 (Continued)

k. He renders assistance to instructors in the improvement of classroom instruction and transmits evaluation reports to the Dean of Instruction.
l. He is a member of the Administrative Council and the Curriculum Committee.

10. Director of Vocational Education

The Assistant Dean of Instruction in charge of Vocational Education is responsible to the Dean of Instruction in the following areas:

a. Work with various lay committees in each of the vocational areas.
b. Assist and direct continuing surveys in the area of vocational education.
c. Develop projects under the Vocational Education Act of 1963.
d. Represent the College with state and federal agencies working with vocational and technical education.
e. Serve as a liaison between the College and various agencies in the County.
f. Assist the Dean of Instruction and Dean of Evening Division in securing qualified personnel in technical and vocational areas.
g. Assist the Dean of Instruction and Dean of Evening Division in the coordination of the vocational education program, its evaluation, curriculum development and publication of brochures.
h. Coordinates the apprenticeship program in cooperation with lay committees.
i. Provide information as needed to employers or committees concerning student progress (non-confidential).
j. In cooperation with the Dean of Students and counseling staff, assists students regarding occupations.
k. Supervise preparation of budget requests and capital outlay requisitions for occupational areas.
l. Provide leadership at the coordination level when and if needed in furtherance of the vocational efforts of Palomar College.
m. Submit an annual report of the technical vocational program to the Dean of Instruction.

11. Director of Library Services

The Assistant Dean of Instruction in charge of Library Services is responsible to the Dean of Instruction in the following areas:

a. Supervising campus libraries.
b. Implementing library philosophy and principles as determined by Board of Governors and Administration.
c. Building a comprehensive, well-rounded, up-to-date book collection.

II. ADMINISTRATIVE ORGANIZATION - C., 11 (Continued)

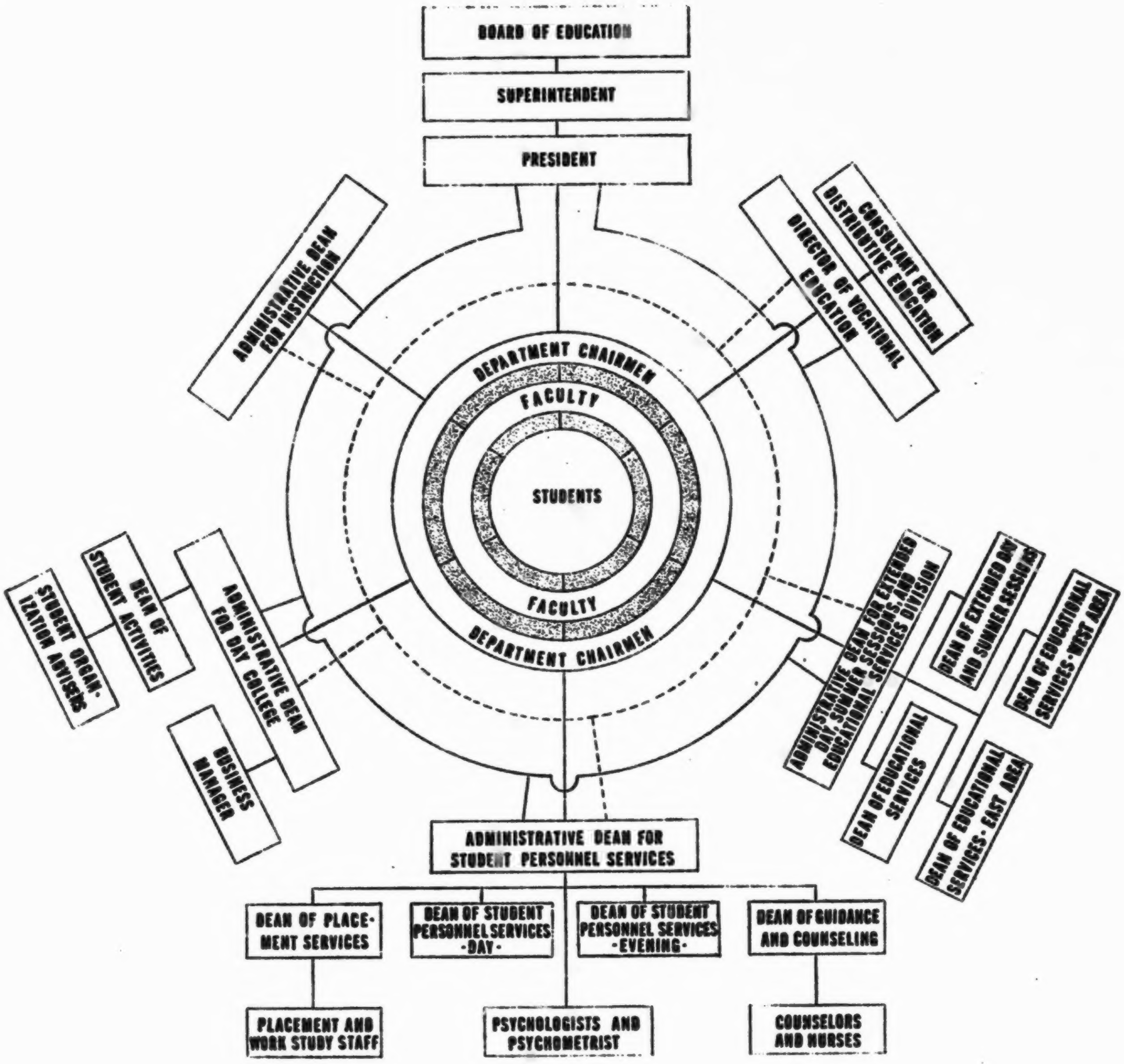
d. Supervising audio-visual department and learning resource materials other than books.
e. Supervising staff of library assistants.
f. Preparing annual budget for all Library Services.
g. Maintaining of liaison with the Business Manager regarding budgets and expenditures.
h. Making requisitions for equipment and supplies for the library operation.
i. Interviewing candidates for library positions, professional, classified, and student, with subsequent recommendations to the Dean of Instruction for professional positions, and to the Business Manager for classified and student positions.
j. Scheduling classes in the Department of Library Science.
k. Conducting periodic examination of the syllabus file for courses in the department.
l. Preparing bibliographies, reports, and questionnaires.
m. Coordinating library purchases of books and learning resource materials with the curricula of all departments through membership in the Curriculum Committee.
n. Selecting books and periodicals to supplement courses taught in all departments.
o. Bringing to the attention of the administration and faculty new books and instructional materials in their fields.
p. Conferring with department heads and instructors to build up the book collection in their fields.
q. Serving as a member of the Administrative Council, the Curriculum Committee and chairman of the Library Committee.
r. Maintaining relations with the community by giving book reviews, talks, and guided tours of the library.

✓12. Department Heads

Department Heads are responsible to the Dean of Instruction, through the appropriate Assistant Dean of Instruction, for:

a. Coordination of curricula in the department. Are permanent members of the Curriculum Committee.
b. Approval of texts for courses within the department.
c. Screening of budget requests and approval of requisitions for equipment and supplies for all fields within the department.
d. Preparation of annual departmental inventories of equipment and supplies.
e. Maintenance of current syllabi for all courses within the department.
f. Interviewing candidates for positions within the department and making recommendations therefrom.
g. Improving the instruction, in the discipline by constant evaluation of instructors and instructional materials.

PASADENA CITY COLLEGE ORGANIZATION CHART


BOARD OF EDUCATION
SUPERINTENDENT
PRESIDENT
ADMINISTRATIVE DEAN FOR INSTRUCTION
DIRECTOR OF VOCATIONAL EDUCATION
CONSULTANT FOR DISTRIBUTIVE EDUCATION
DEPARTMENT CHAIRMEN
FACULTY
STUDENTS
FACULTY
DEPARTMENT CHAIRMEN
DEAN OF STUDENT ACTIVITIES
STUDENT ORGANIZATION ADVISERS
ADMINISTRATIVE DEAN FOR DAY COLLEGE
BUSINESS MANAGER
ADMINISTRATIVE DEAN FOR EXTENDED DAY, SUMMER SESSIONS, AND EDUCATIONAL SERVICES DIVISION
DEAN OF EXTENDED DAY AND SUMMER SESSIONS
DEAN OF EDUCATIONAL SERVICES-WEST AREA
DEAN OF EDUCATIONAL SERVICES
DEAN OF EDUCATIONAL SERVICES-EAST AREA
ADMINISTRATIVE DEAN FOR STUDENT PERSONNEL SERVICES
DEAN OF PLACEMENT SERVICES
DEAN OF STUDENT PERSONNEL SERVICES -DAY-
DEAN OF STUDENT PERSONNEL SERVICES -EVENING-
DEAN OF GUIDANCE AND COUNSELING
PLACEMENT AND WORK STUDY STAFF
PSYCHOLOGISTS AND PSYCHOMETRIST
COUNSELORS AND NURSES

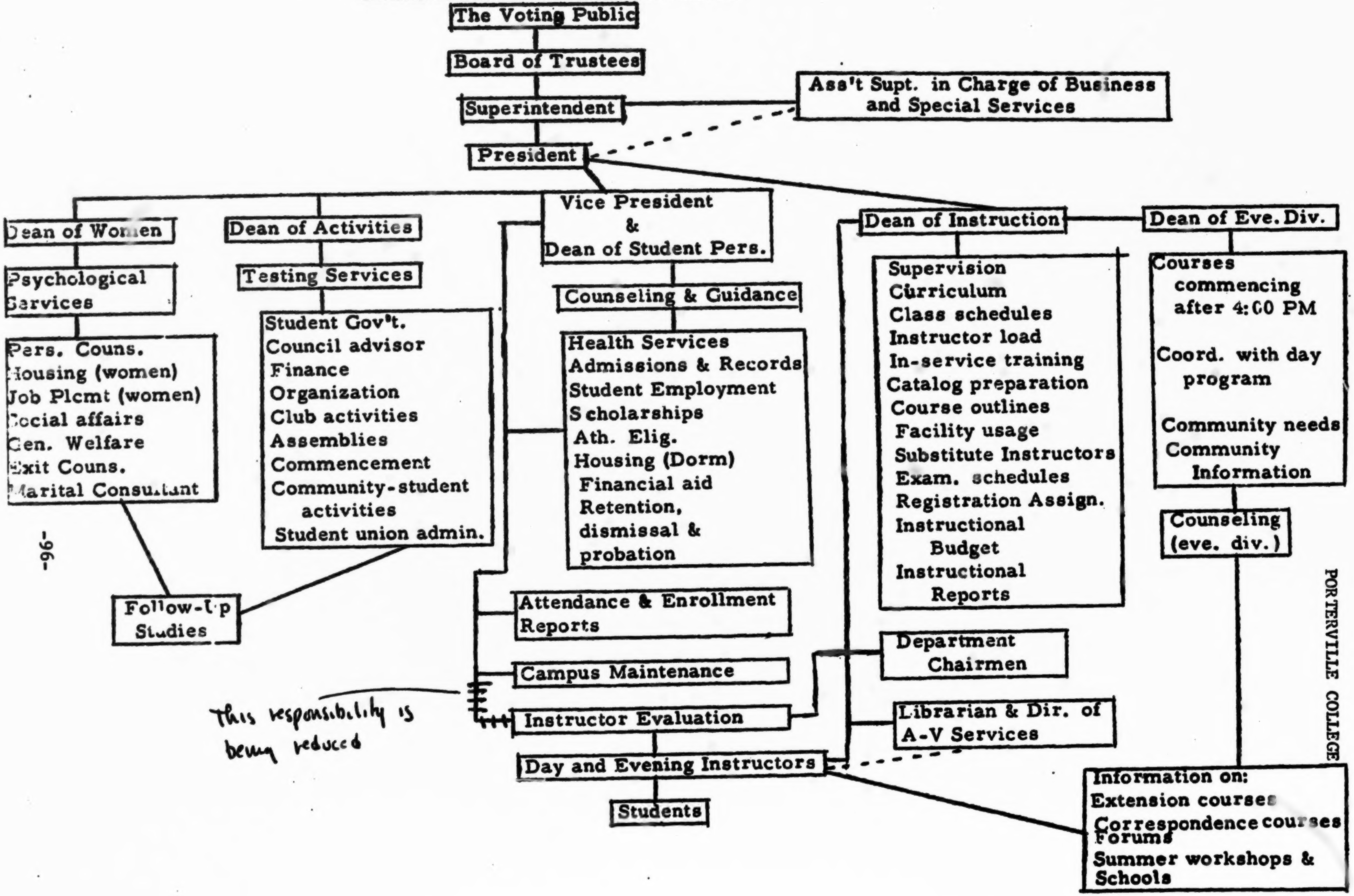
Duties and Responsibilities of DEPARTMENT CHAIRMEN

1. Appoint departmental committees
2. Make and submit the Schedule of Classes to the Administrative Dean, Day College, for inclusion in the master schedule
3. Make recommendations to the President regarding (a) the selection of new teachers, (b) teaching assignments of the respective departmental faculties, (c) rating of probationary and permanent teachers
4. Provide that a teacher be present for all classes (secure a substitute, if necessary, through the proper channels)
5. Report to appropriate offices the names of long term substitutes (or whoever is responsible) when the substitution extends over a period when official documents, such as grades, will be due
6. Make recommendations to the Administrative Dean, Instruction, regarding changes in existing course of study, the elimination of old courses, or the addition of new ones
7. Make recommendations to the Administrative Dean, Instruction, for textbook adoptions
8. Make arrangements through the College Bookstore for the ordering of appropriate numbers of textbooks and adequate supplies
9. Make recommendations to the Administrative Dean, Instruction, for development and maintenance of sequences of courses within the respective departments
10. Approve exceptions which seem necessary and desirable involving students working through sequences of courses (the recommendations to come from the counselor)
11. Make recommendations to the Administrative Dean, Instruction, regarding prerequisites of courses
12. Utilize services of the Administrative Dean, Instruction, and the Director of Vocational Education in planning and carrying out the instructional program, including planning for new facilities and for budget
13. Hold departmental faculty meetings as needed
14. Administer a program of professional growth within the department and provide professional leadership, including the promotion of such inservice educational activities of faculty as inservice institutes, attendance at educational conferences, visitations to other colleges and to business and industrial plants
15. Prepare a departmental budget and submit it to the Business Manager
16. Submit to the Business Manager requisitions for supplies and equipment and confer with him regarding them
17. Cooperate with the President in carrying out within the respective departments the general policies of the College
18. Arrange for a ready and pleasant introduction of new faculty members to the department, the College, and the community
19. Supervise departmental co-curricular activities in cooperation with the Dean of Student Activities
20. Become familiar with the quality of instruction being given by all teachers within the department and, through approved supervisory procedures, aid the teachers in the improvement of instruction
21. Cooperate with the Administrative Dean in charge of Extended Day and Summer Sessions in the improvement and facilitating of the instructional program of credit classes, including the selection of teachers, the maintenance of standards, the adoption of courses, the approval of the master schedule of classes, and determination of appropriate supplies, equipment, and physical facilities
22. Become familiar with the Educational Services Division and advise regarding its improvement
23. Interpret policies of the College to the members of the department
24. Maintain office hours which shall be at least in the same proportion to eight hours a day that their administrative assignment is to full-time (e.g., a 50% department chairmanship equals four hours daily)
25. Actively participate in the coordination of inter-departmental projects of educational value
26. Cooperate with system-wide Directors (where such are assigned) in carrying out within the department the policies of the system, and attend meetings called by such Directors
27. Keep the President informed regarding the general conditions and morale within the department, and make recommendations to him for improvements

Duties and Responsibilities of ASSISTANT DEPARTMENT CHAIRMEN

Represent the Department Chairman in the fulfillment of duties and responsibilities applicable to Extended Day teachers and classes (the line responsibility for the Extended Day program being from the Assistant Department Chairman to the Department Chairman to the Dean of Extended Day)

PORTERVILLE COLLEGE CHART OF ADMINISTRATIVE ORGANIZATION AND ASSIGNMENTS


The Voting Public
Board of Trustees
Superintendent
Ass't Supt. in Charge of Business and Special Services
President
Dean of Women
Psychological Services
Pers. Couns.
Housing (women)
Job Plcmt (women)
Social affairs
Gen. Welfare
Exit Couns.
Marital Consultant
Dean of Activities
Testing Services
Student Gov't.
Council advisor
Finance
Organization
Club activities
Assemblies
Commencement
Community-student activities
Student union admin.
Follow-Up Studies
Vice President & Dean of Student Pers.
Counseling & Guidance
Health Services
Admissions & Records
Student Employment
Scholarships
Ath. Elig.
Housing (Dorm)
Financial aid
Retention, dismissal & probation
Attendance & Enrollment Reports
Campus Maintenance
Instructor Evaluation
Day and Evening Instructors
Students
Dean of Instruction
Supervision
Curriculum
Class schedules
Instructor load
In-service training
Catalog preparation
Course outlines
Facility usage
Substitute Instructors
Exam. schedules
Registration Assign.
Instructional Budget
Instructional Reports
Department Chairmen
Librarian & Dir. of A-V Services
Dean of Eve. Div.
Courses commencing after 4:00 PM
Coord. with day program
Community needs
Community Information
Counseling (eve. div.)
Information on:
Extension courses
Correspondence courses
Forums
Summer workshops & Schools

This responsibility is being reduced

Section 123 DIVISION CHAIRMAN

Division Chairmen are appointed by the President of Porterville College and appointments are subject to annual review.

Section 124 RESPONSIBILITIES

A Division Chairman has the primary responsibility of assisting with the supervision of instruction in the division involved. He shall assist the Dean of Instruction with In-Service Training and shall be a consultant to the administration in the special area or field of assignment. He shall also assist the Dean of Instruction and the President of the College in the development of the budget and management of the physical facilities, and the improvement and development of instruction in the division involved.

Section 125 MAJOR DUTIES OF DIVISION CHAIRMEN

A. The Division Chairman will assist the Dean of Instruction in evaluation of instructors in his particular area of responsibility.

B. He shall assist the Dean of Instruction and the President of the College in matters of employment by sitting in on interviews when so requested and providing evaluation of scholastic training, interpretation of transcripts, professional attitude, and personality of candidates.

C. The Division Chairman shall have the opportunity to recommend concerning employment when so requested by the Dean of Instruction or the President, but it is recognized that final judgment for employment lies with the President who has the further responsibility of recommending to the District Superintendent on all matters of employment.

D. The Division Chairman shall be in charge of ordering, care and maintenance of instructional equipment and supplies.

E. The Division Chairman shall review the number of students in classes and make recommendations relating to sizes of classes, sections, and schedules.

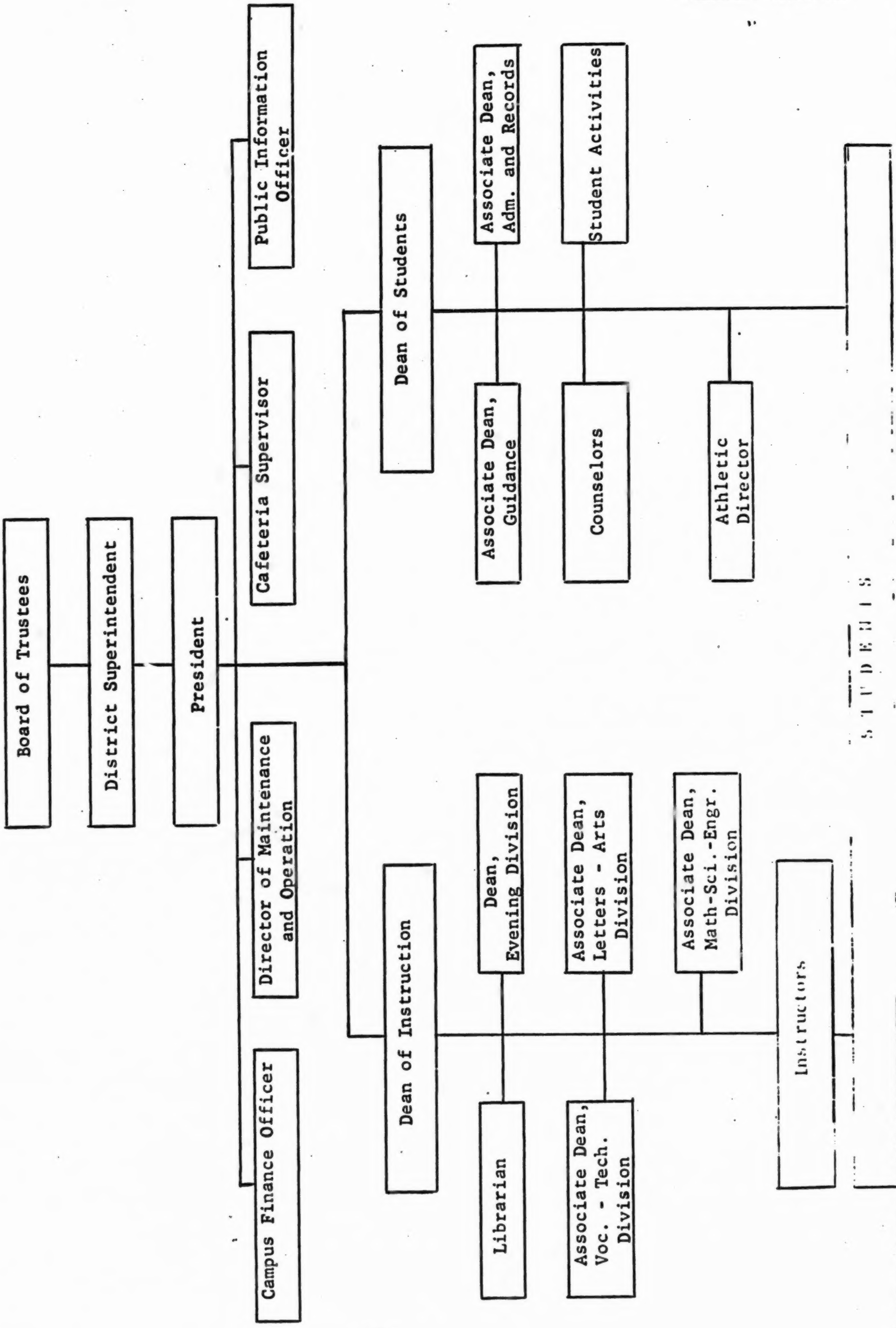
F. The Division Chairman may make recommendations regarding curriculum and methods of instruction.

G. The Division Chairman shall perform such other duties delegated by the President of the College.

Note: These duties and responsibilities are currently under study for possible revision.

ADMINISTRATIVE AND ACADEMIC ORGANIZATION

REEDLEY COLLEGE


Board of Trustees
District Superintendent
President
Public Information Officer
Cafeteria Supervisor
Director of Maintenance and Operation
Campus Finance Officer
Dean of Students
Associate Dean, Adm. and Records
Student Activities
Associate Dean, Guidance
Counselors
Athletic Director
Dean of Instruction
Dean, Evening Division
Associate Dean, Letters - Arts Division
Associate Dean, Math-Sci.-Engr. Division
Librarian
Associate Dean, Voc. - Tech. Division
Instructors
STUDENTS

REEDLEY COLLEGE

ADMINISTRATIVE DUTIES

Division Deans and Department Heads:

Major duties and responsibilities:

(a) Have general charge of the work of the division under the direction of the dean of instruction.

(b) Be in charge of ordering, care and maintenance of instructional equipment and supplies.

(c) Assist in the preparation and administration of a budget for the division.

(d) Review the numbers in classes and make recommendations relating to sections, schedules, and the assignment of instructors.

(e) Make recommendations regarding curriculum and methods of instruction.

(f) Supervise and visit classes of teachers under their divisions for the improvement of instruction.

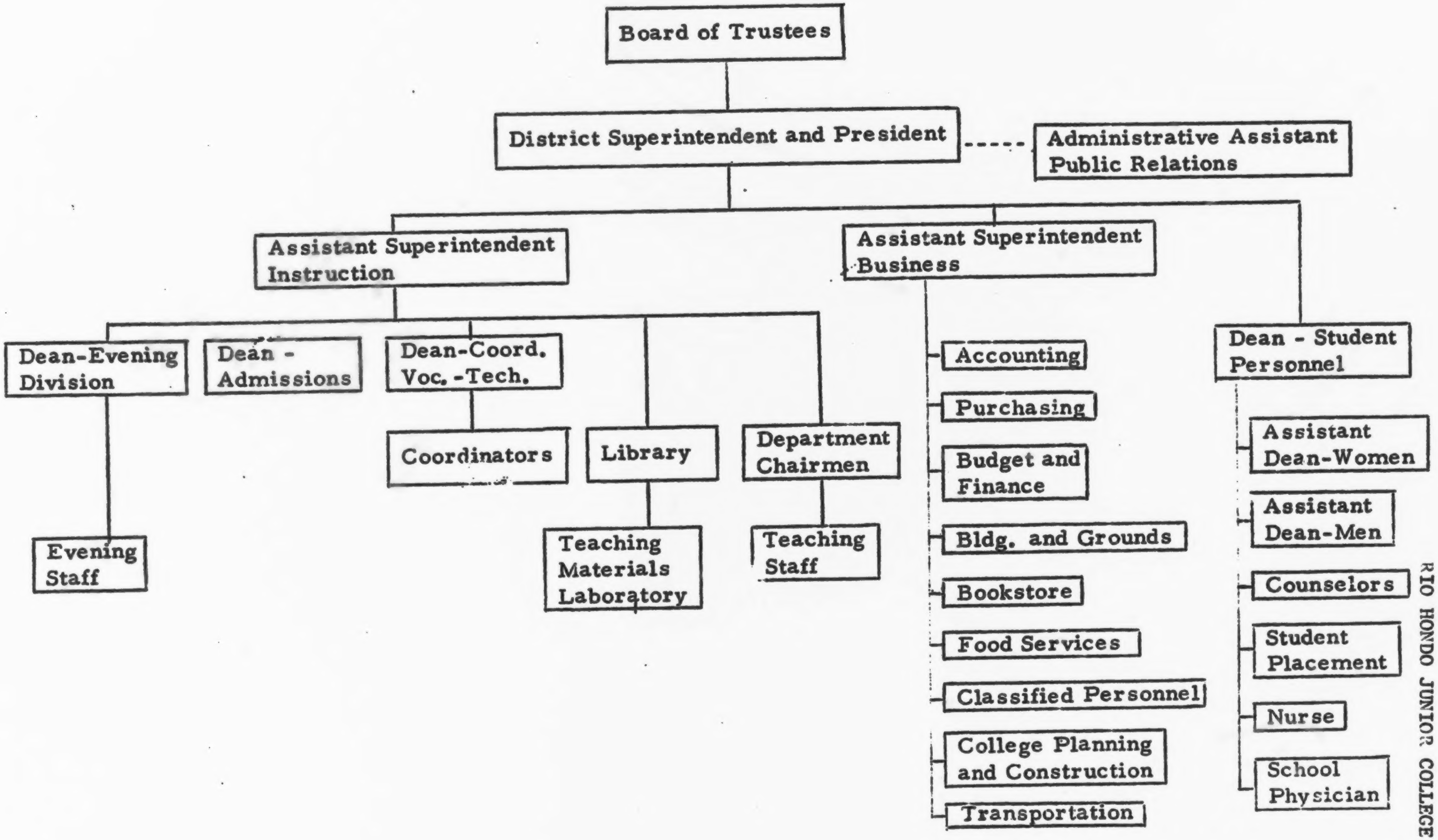
(g) Assist president and dean of instruction in selection of new teachers.

(h) Perform other duties assigned by the president or dean of instruction.

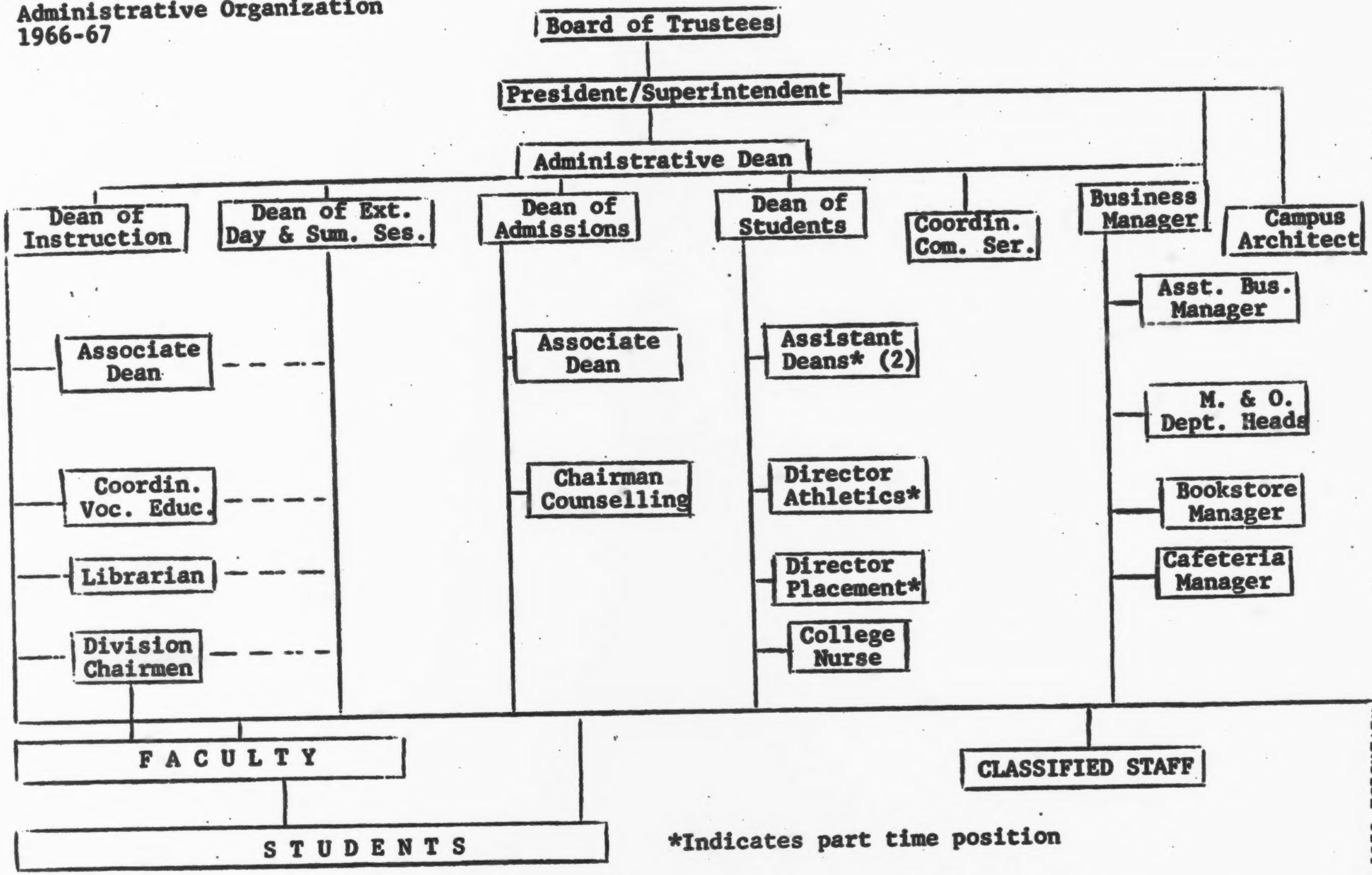
RIO HONDO JUNIOR COLLEGE

ADMINISTRATIVE ORGANIZATION CHART

1966 - 1967


Board of Trustees
District Superintendent and President
Administrative Assistant Public Relations
Assistant Superintendent Instruction
Assistant Superintendent Business
Dean - Student Personnel
Dean-Evening Division
Dean - Admissions
Dean-Coord. Voc. -Tech.
Coordinators
Library
Department Chairmen
Evening Staff
Teaching Materials Laboratory
Teaching Staff
Accounting
Purchasing
Budget and Finance
Bldg. and Grounds
Bookstore
Food Services
Classified Personnel
College Planning and Construction
Transportation
Assistant Dean-Women
Assistant Dean-Men
Counselors
Student Placement
Nurse
School Physician

Riverside City College
Administrative Organization
1966-67


Board of Trustees
President/Superintendent
Administrative Dean
Dean of Instruction
Dean of Ext. Day & Sum. Ses.
Dean of Admissions
Dean of Students
Coordin. Com. Ser.
Business Manager
Campus Architect
Associate Dean
Coordin. Voc. Educ.
Librarian
Division Chairmen
Associate Dean
Chairman Counselling
Assistant Deans* (2)
Director Athletics*
Director Placement*
College Nurse
Asst. Bus. Manager
M. & O. Dept. Heads
Bookstore Manager
Cafeteria Manager
FACULTY
STUDENTS
CLASSIFIED STAFF

*Indicates part time position

Chart II
3.

OPERATIONAL ORGANIZATION BY TYPE OF PROGRAM

Program	Administration-Coordination	Operational Level
Educational Programs	College President, Administrative Dean	Total Staff/Students
1. Curriculum and Instruction		
a.) Day	Dean of Instruction & Assistants	Division Chairmen - Teaching Faculty/Students
b.) Extended Day & Summer Session	Dean of Extended Day & Summer Session	
c.) Related Services		
1.) Admissions	Dean of Admissions & Assistants	Counselors, Staff/Students
2.) Library	Librarians	Library Staff, Faculty/ Faculty, Students
3.) Counseling	Chairman, Counseling	Counselors, Faculty/ Students
2. Student Activity	Dean of Students & Assistants	Administrators, Faculty Advisors/Students
3. Community Services	Coordinator Community Services	Administrators, Faculty/ Community-at-large
Supporting Programs	District Superintendent/Administration	Total Staff & Facilities
1. Personnel Services	Administrative Dean	Deans/Certificated & Classified Personnel
2. Business Services	Business Manager	Business Staff/Personnel & Facilities
3. Campus Development	Campus Architect	Contract Services/ Facilities

3. Divisional Organization and Responsibility

a. The organizational unit most important to teaching faculty is the instructional division. The detailed procedure for division operation described in the following paragraphs was developed jointly by faculty and administration.

b. Division chairmen are appointed by the president of the college with the advice of tenured faculty of the division concerned and such other persons as the president may consult, and with the approval of the Board of Trustees. The appointment is normally for a three year term, with no restriction on the number of terms and with an annual review of performance by the president.

c. The function of the division chairmen is to assist the administration and the division faculty in developing and implementing policies and procedures which will provide for the effective and efficient operation of the instructional program of the college.

d. In the performance of this function division chairmen are responsible to the college president and designated members of his administration for interpretation of pertinent college policy and procedures to division members and for the implementation of such policy and procedure.

e. Division chairmen are responsible to the division faculty for conveying and interpreting to the college president and designated members of his administration recommendations made by the division for modifications in policy and procedure which affect the instructional program of the college.

f. The authority necessary to the performance of their general function and their specific duties is delegated to the division chairmen by the president of the college and, insofar as their individual or group interests are represented by the chairman, by the members of the division faculty.

g. The specific duties assigned to division chairmen under the current organizational plan of the college are as follows:

II - Administration and Organization

(1) To work with division faculty members by individual consultation, group meetings, and other appropriate means to insure opportunity for faculty participation and to promote faculty involvement in such matters of professional concern as the following:

(a) Preparation of teaching schedules.

(b) Selection and evaluation of instructional materials and equipment including recommended textbooks, library materials, and division instructional equipment.

(c) Curriculum development and course evaluation including maintenance of current course outlines on file.

(d) Development and maintenance of standards of student performance, particularly in multi-section courses.

(e) Selection and evaluation of division personnel when appropriate.

(f) Orientation and inservice education of new faculty members.

(g) Professional development of individual faculty.

The division chairman will schedule a minimum of three meetings per semester at which matters of division concern are discussed and will provide the college president, and appropriate members of his administration, with the minutes of such meetings and any specific division recommendations resulting from such meetings.

(2) To assist the president and designated members of his administration in

(a) Determining need for new faculty members for the division.

(b) Selection of new faculty members in consultation with appropriate division members when practical.

- (c) Orientation and inservice training of probationary faculty.
- (d) The annual evaluation and recommendation for reemployment of probationary faculty members, including the recommendation for tenure, and following consultation with the tenured members of the division.
- (e) The professional development of all division faculty members in cooperation with the Professional Achievement Committee.
- (f) The development of appropriate instructional facilities.

(3) To work with the administrative dean in

- (a) The development of the annual division budget.
- (b) The approval of division requisitions for supplies, equipment, and inservice.
- (c) The supervision of division physical facilities, equipment and supplies.

(4) To work with the dean of instruction in

- (a) Curriculum development through division curriculum representative.
- (b) Maintenance of current course outlines.
- (c) Improvement of instructional techniques and methods.
- (d) The provision of appropriate instructional materials, supplies, equipment and facilities including textbook selection and placing of textbook orders with the bookstore.
- (e) Preparation of teaching schedules.

(5) To work with the dean of extended day and summer session in

- (a) Determining extended day and summer course offerings.

(b) Coordinating course content and instructional standards between day and extended day day offerings of the college by individual and/or group work with part time faculty assigned to evening instruction.

(6) To work with the various student personnel services--admissions and records, activities, counseling--as needed to improve liaison between these activities and those of the instructional divisions.

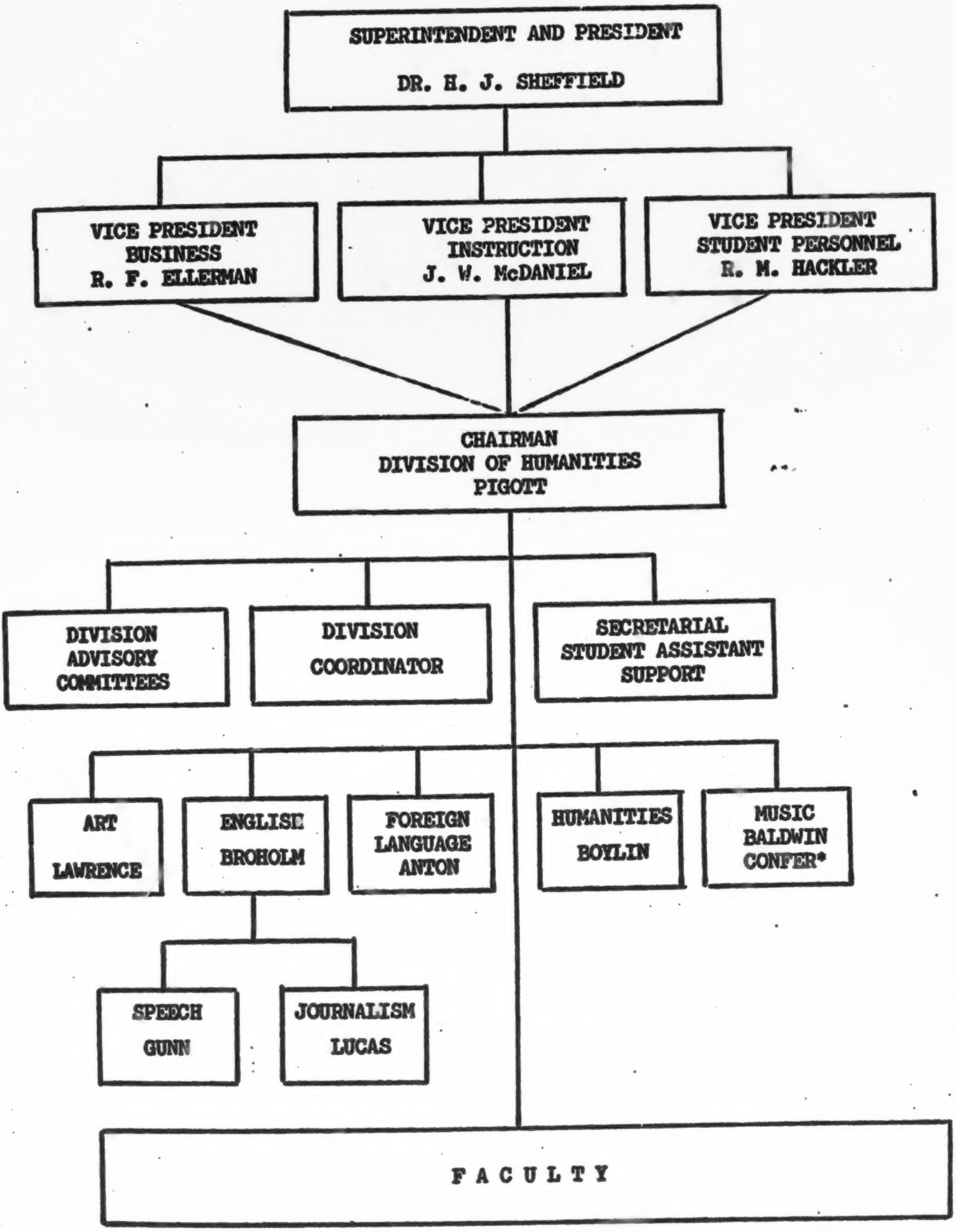
(7) To conduct such other activities as may be assigned by the president to promote the instructional program of the division.

h. Released time and/or additional salary compensation for division chairmen shall be administered by the president of the college in accordance with current policy of the Board of Trustees.

i. It is recognized that existing divisional organization may require modification to fulfill its functions as the college grows. Recommendations for such modification may be initiated by the division faculties, the division chairmen, or the college administration. Recommendations which can be accomplished within the current policy of the Board of Trustees for released time and/or additional salary compensation may be authorized by the president of the college after consultation with the personnel affected. Recommendations requiring modifications to existing board policy on released time and/or additional salary compensation may be recommended by the president of the college for approval of the Board of Trustees after consultation with the personnel affected.

SAN BERNARDINO VALLEY COLLEGE

(Sample Organization Chart for
Division of Humanities)


SUPERINTENDENT AND PRESIDENT
DR. H. J. SHEFFIELD
VICE PRESIDENT
BUSINESS
R. F. ELLERMAN
VICE PRESIDENT
INSTRUCTION
J. W. McDANIEL
VICE PRESIDENT
STUDENT PERSONNEL
R. M. HACKLER
CHAIRMAN
DIVISION OF HUMANITIES
PIGOTT
DIVISION
ADVISORY
COMMITTEES
DIVISION
COORDINATOR
SECRETARIAL
STUDENT ASSISTANT
SUPPORT
ART
LAWRENCE
ENGLISH
BROHOLM
FOREIGN
LANGUAGE
ANTON
HUMANITIES
BOYLIN
MUSIC
BALDWIN
CONFER*
SPEECH
GUNN
JOURNALISM
LUCAS
F A C U L T Y

***Note: First named individual serves as Head, 1965-66; second named individual will serve as chairman in 1966-67.**

SAN BERNARDINO VALLEY COLLEGE

Divisions and Departments

I. Division of Business and Economics
   - A. Accounting and Data Processing
   - B. Marketing
   - C. Secretarial and Office Management
   - D. Business Management
   - E. Economics

II. Division of Engineering and Applied Science
   - A. Engineering

III. Division of Humanities
   - A. Art
   - B. English
     - 1. Speech
     - 2. Journalism
   - C. Foreign Language
   - D. Humanities
   - E. Music

IV. Library Division
   - A. Department of Reference
   - B. Department of Classification Cataloging
   - C. Department of Circulation
   - D. Department of Audio-Visual

V. Division of Life Science
   - A. Biology
   - B. Botony
   - C. Home Economics
   - D. Horticulture
   - E. Nursing
   - F. Zoology

VI. Division of Mathematics and Physical Science
   - A. Astronomy
   - B. Chemistry
   - C. Geology
   - D. Mathematics
   - E. Physics

VII. Division of Physical Education
   - A. Men's Physical Education
   - B. Women's Physical Education

VIII. Division of Social Science
   - A. Anthropology
   - B. Geography
   - C. History
   - D. Political Science
   - E. Philosophy, Psychology
   - F. Public Protection

Divisions and Departments (con't)

IX. Division of Technical Training
  A. Automotive
  B. Aeronautics
  C. Electronics

X. Division of Telecommunications
  A. Production
  B. Engineering

SAN BERNARDINO VALLEY COLLEGE

MEMORANDUM (Released: June 19, 1959)

To : All Certificated Personnel

From: H. J. Sheffield

Subj : Duties and Conditions of Employment of Division and Department Heads and Coordinators, and proposed RESPONSIBILITIES OF TEACHERS.

Items I, II, III, and IV have been approved by the Board of Trustees. Item V is suggested, is probably quite incomplete, and contains explanatory paragraphs.

I. CHAIRMEN OF DIVISIONS

Chairmen of Divisions act as agents of the college administration in carrying out details of the instructional program.

Specific Duties:

1) To assist in determining community and student needs, in organizing curricula, and in evaluating instruction in day and in evening classes.
2) To prepare schedules of the day and evening class offerings that have been suggested by departments or administration and that have been approved by the administration.
3) To coordinate budgets for departments within the division.
4) To assist in determining instructional policy by serving on the instructional council of the college.
5) Chairmen of Divisions, together with other administrative personnel designated by the President, are members of the ADMINISTRATIVE COUNCIL. ....(Added by action of the President to approved Board policy.)

Conditions of Employment:

1) Chairmen of divisions shall be appointed annually by the President of the College.
2) They shall serve for one year but may be reappointed.
3) Chairmen of divisions shall receive additional compensation in the amount of $30.00 for each month of employment. When the duties of the office require time beyond that normally expected of a full time teacher, they shall be relieved of such proportion of teacher load as may be determined by the President of the College.
4) Chairmen of divisions are eligible for summer session employment when needed and for 3 hours weekly of Extended Day employment when needed (or for 6 hours weekly for one semester.)

II DEPARTMENT HEADS:

Department heads act as spokesmen for all instructors in a department and represent the special needs and interests of the department.

Specific Duties:

1) To lead the department in continuous improvement of instruction and courses.
2) To suggest offerings and teacher assignments for day and evening schedules.
3) To prepare course descriptions and necessary regulations pertaining to courses taught.
4) To determine instructional needs and to suggest budgets for the department.
5) To help new teachers fit into the instructional program of the college.
6) Departmental heads, together with administrators designated by the President, will serve as members of the PRESIDENT"S ADVISORY . COMMITTEE.....(Added by action of the President to approved Board policy.)

Conditions of Employment :

1) After July 1, 1959, all department chairmen shall be appointed annually by the President to serve during a contract year. They may be reappointed.
2) There shall be no monetary compensation for the duties of department chairmen. When such duties require time beyond that normally expected of a full time teacher, the chairman may receive such reduction in teaching load as is determined by the President.
3) Department heads are eligible for extended day employment and summer session employment when their services are needed.

III COORDINATORS

Coordinators perform such specific functions as may be assigned by the President in supervising the instructional program.

Specific duties:

1) To serve as a two-way communications link between the assigned activity and the college administration.
2) to organize and direct the assigned activity.
3) To act as leader of all personnel assigned to the particular activity in the constant evaluation and improvement of the assigned job.

Conditions of Employment:

1) Coordinators shall be appointed annually for such a number of months as their services may be needed.
2) They shall serve during a contract year and may be reappointed. There shall be no additional compensation for coordinators. When such duties require time beyond that normally expected of a full time teacher the coordinator may receive such reductions in teaching load as may be determined by the President.
3) Coordinators are eligible for Extended Day employment and summer session employment when needed.

SAN DIEGO CITY COLLEGE

DEPARTMENT CHAIRMAN I (Junior College) - four to six teachers
DEPARTMENT CHAIRMAN II (Junior College) - seven or more teachers

A. Primary function: Coordinates the program of a junior college department and performs liaison duties between the department staff and the administration.

B. Major duties: (In addition to a regular teaching assignment)

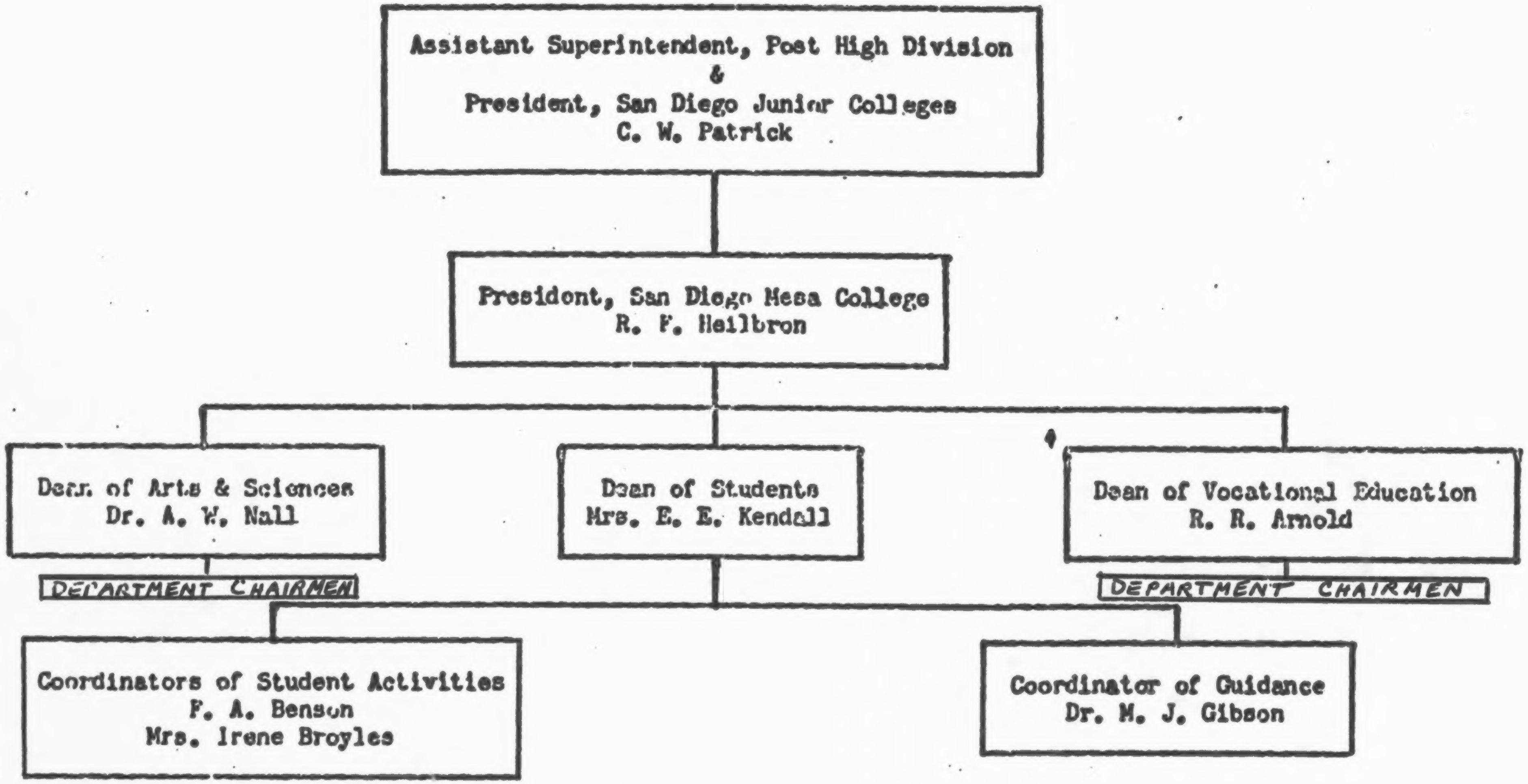
1. Has leadership responsibility for coordinating the day and evening program for a department.
2. Assists the dean in recommending the selection of new teachers (contract and hourly), preparing the master schedule for the department, and supervision of the instructional program of the college.
3. Works with subject-field committees on curriculum development, new course outlines, library book recommendations, instructional material needs, textbook adoptions, and catalog revisions.
4. Assists in the orientation of new teachers (contract and hourly) assigned to his department.
5. Works with the dean of students on the advisement program for continuing students in the department.
6. Plans and conducts department meetings and attends division meetings of department chairmen.
7. Provides leadership in the long-range planning and program evaluation for the department.
8. Prepares capital outlay and supply requests, maintains department supply accounts and current balances.
9. Assists the Director of the Evening College in planning, developing, and improving the instructional program of his area in the Evening College, including determination of offerings, assisting in selection of teaching personnel, and service as a resource person for evening instructors in all instructional matters.

C. Other duties:

1. Handles correspondence addressed to the department or emanating from the department.
2. Assists the director of the summer school program by planning course offerings.
3. Coordinates the use of community resources by the department.
4. Assumes overall responsibility for equipment and materials assigned to the department.

D. Supervision exercised or received:

Under the direction of the appropriate dean and/or coordinator supervises (non-evaluative) the members of the department. Supervises such non-teaching staff assigned to the department.


Assistant Superintendent, Post High Division
&
President, San Diego Junior Colleges
C. W. Patrick
President, San Diego Mesa College
R. F. Heilbron
Dean of Arts & Sciences
Dr. A. W. Nall
DEPARTMENT CHAIRMEN
Dean of Students
Mrs. E. E. Kendall
Dean of Vocational Education
R. R. Arnold
DEPARTMENT CHAIRMEN
Coordinators of Student Activities
F. A. Benson
Mrs. Irene Broyles
Coordinator of Guidance
Dr. M. J. Gibson

SAN DIEGO MESA COLLEGE

SAN DIEGO CITY SCHOOLS
Personnel Division

POSITION DESCRIPTION

Position Title:
Department Chairman I (Junior College*)
(4-6)

Brief Description of Position:
and 7 or more
Coordinates the program of a junior college department of four to six teachers,/ and performs liaison duties between the department staff and the administration.

Major Duties:
In addition to a regular teaching assignment:

1. Has leadership responsibility for coordinating the day and evening program for a department of four to six contract teachers and such hourly teaching staff as may be assigned courses in his department.
2. Assists the dean in recommending the selection of new teachers (contract and hourly), preparing the master schedule for the department, and supervision of the instructional program of the college.
3. Works with subject-field committees on curriculum development, new course outlines, library book recommendations, instructional material needs, textbook adoptions, and catalog revisions.
4. Assists in the orientation of new teachers (contract and hourly) assigned to his department.
5. Works with the dean of students on the advisement program for continuing students in the department.
6. Plans and conducts department meetings and attends division meetings of department chairmen.
7. Provides leadership in the long-range planning and program evaluation for the department.
8. Prepares capital outlay and supply requests, maintains department supply accounts and current balances.
9. Assists the Director of the Evening College in planning, developing, and improving the instructional program of his area in the Evening College, including determination of offerings, assisting in selection of teaching personnel, and service as a resource person for evening instructors in all instructional matters.

Other Duties:

1. Handles correspondence addressed to the department or emanating from the department.
2. Assists the director of the summer school program by planning course offerings.
3. Coordinates the use of community resources by the department.
4. Assumes overall responsibility for equipment and materials assigned to the department.

Supervision Exercised or Received:
Under the direction of the appropriate dean and/or coordinator; supervises (non-evaluative) the members of the department. Supervises such non-teaching staff assigned to the department.

Previous Experience Required or Desirable:
Junior college teaching.

Desirable Personal Qualities:
Those of a competent and experienced teacher. Must have leadership, planning and organizing skills, and a conscientious attitude toward his responsibilities as a part of the total college program. (Department chairmen are nominated by their colleagues and appointed by the college president, with the approval of the Assistant Superintendent for Post High School Education.)

Education and Credential Required or Desirable:
Required: Any junior college teaching credential.
Desired: Administrative credential.

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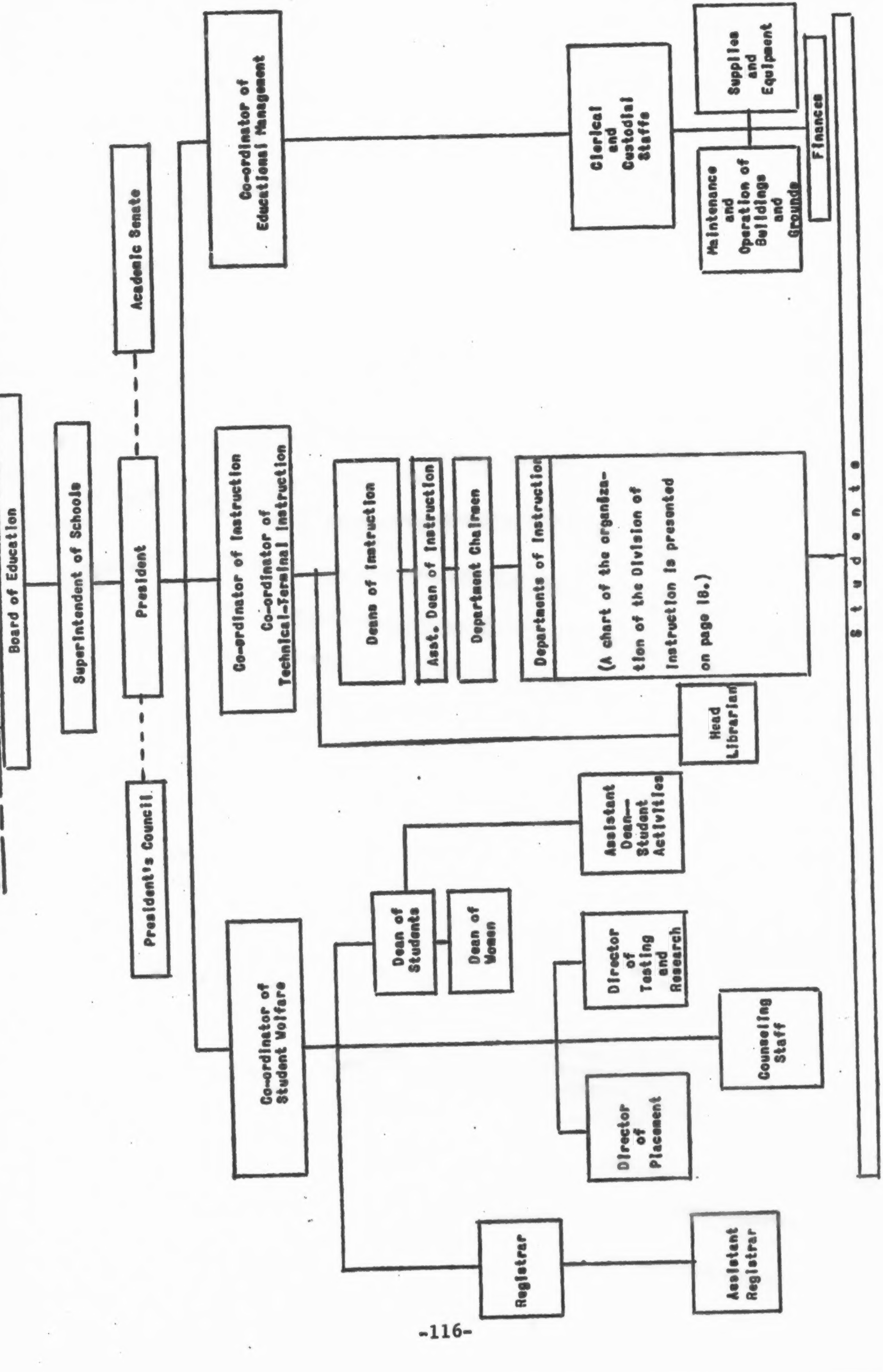
*Applies to day colleges only. Evening college has no department chairman.

CHART OF ADMINISTRATIVE ORGANIZATION, CITY COLLEGE OF SAN FRANCISCO


Board of Education
Superintendent of Schools
President
Academic Senate
President's Council
Co-ordinator of Educational Management
Co-ordinator of Instruction
Co-ordinator of Technical-Terminal Instruction
Co-ordinator of Student Welfare
Deans of Instruction
Asst. Dean of Instruction
Department Chairmen
Departments of Instruction
Head Librarian
Dean of Students
Dean of Women
Assistant Dean—Student Activities
Director of Testing and Research
Counseling Staff
Director of Placement
Registrar
Assistant Registrar
Clerical and Custodial Staffs
Supplies and Equipment
Maintenance and Operation of Buildings and Grounds
Finances
Students

(A chart of the organization of the Division of Instruction is presented on page 16.)

CHART OF ORGANIZATION--DIVISION OF INSTRUCTION

Co-ordinator of Instruction
Co-ordinator of Technical-Terminal Instruction

Deans of Instruction

Departmental Representatives

Departments of Instruction

(In Charge of Dr. Luckmann)

- Art
- Astronomy
- Chemistry
- Education
- Geological Sciences
- Health
- Journalism
- Life Sciences
- Mathematics
- Nursing
- Physical Education
- Physics
- Physical Science
- Student Leadership

(In Charge of Mr. Biliwiller)

- Communication
- Drama
- English
- Extended-Day Instruction
- Foreign Languages
- Humanities
- Music
- Speech
- Television and Radio Broadcasting

(In Charge of Mr. Silva)

- Audio-Visual Aids
- Home Economics
- Library
- Library Technology
- Social Sciences

(In Charge of Dr. Buttimer)

- Architecture
- Business Administration and Business
- Chemical Technology
- Engineering

(In Charge of Dr. Batmale)

- Advertising Art and Design
- Criminology
- Dental Assisting
- Dental-Laboratory Technology
- Graphic Arts
- Hotel and Restaurant Operation
- Medical Assisting
- Ornamental Horticulture
- Photography
- Recreational Leadership
- Retail Floristry
- X-ray Technology

RESPONSIBILITIES OF THE CO-ORDINATORS AND DEANS OF THE DIVISION OF INSTRUCTION

The Co-ordinator of Instruction and the Co-ordinator of Technical-Terminal Instruction are directly responsible to the President and are chiefly concerned with the organization, administration, and supervision of the instructional program. The Deans of Instruction help the Co-ordinators administer this program.

The principal responsibilities of the Co-ordinators and Deans of the Division of Instruction are as follows:

1. Supervising the development of curriculums and courses
2. Evaluating instruction, including grading standards and practices
3. Conferring with administrators and instructors of other schools and with the faculty of the College in order to maintain equivalence of content in lower-division courses and to maintain academic standards in these courses
4. Maintaining liaison with business, industry, labor, the professions, and civil service in organizing and developing semiprofessional curriculums and placing graduates of these curriculums
5. Reviewing requests for approval of textbooks, supplementary books, syllabi, and principal supplies to be required of students
6. Exercising general supervision of the library and the audio-visual aids service
7. Assigning instructors to departments and courses
8. Preparing the Schedule of Courses (time and room schedule)
9. Scheduling final examinations
10. Keeping a current file of course outlines in the office of the Division of Instruction
11. Taking part in the selection, orientation, and evaluation of the teaching staff
12. Obtaining and supervising substitute instructors
13. Supervising preparation of the sections of the College catalogue dealing directly with instruction, and exercising general supervision of the publication of the College catalogue
14. Planning and conducting departmental meetings
15. Developing publications explaining the instructional program
16. Reviewing departmental budgets

17. Maintaining articulation with high schools, state and private colleges, and universities

18. Co-operating with Bay Area universities and colleges in training student teachers

19. Helping to discipline students guilty of purely academic violations

20. Determining under what circumstances students may defer taking courses required by the College

21. Determining under what circumstances students may audit courses

22. Supervising preparation of plans for the Commencement Observance and Awards Assembly

RESPONSIBILITIES OF DEPARTMENTAL REPRESENTATIVES

The departmental representative is the immediate supervisor of his department. Instructors are requested to consult with him first concerning matters affecting their department. Each departmental representative is responsible to the Co-ordinator or Dean in charge of his department. (Departments and Co-ordinators and Deans in charge are listed on page 18.) In carrying out his principal responsibilities, the departmental representative --

1. Helps develop and revise curriculums and courses

2. Helps select textbooks and other teaching materials

3. Helps select and orient instructors

4. Helps supervise and evaluate instruction. In most departments, in connection with this duty, he acts as liaison officer with the Director of Testing, Research, and Guidance in order to determine standards for admission to certain courses and to evaluate the progress of students in these courses.

5. Determines the following in conjunction with the Co-ordinator or Dean in charge: the courses to be offered by the department, the number of sections in each course, changes in the scheduling of sections

6. Assigns and reassigns students to courses and sections

7. Prepares instructors' teaching schedules and submits them to the Co-ordinator or Dean in charge

8. Files current outlines of courses with the Co-ordinator of Instruction

9. Prepares the budget for equipment and supplies needed by the department and submits the budget to the Co-ordinator or Dean in charge

10. Assumes responsibility for the proper use of equipment and supplies

11. Keeps an up-to-date inventory of equipment used in the department and gives a copy to the Co-ordinator of Educational Management

12. Advises students who need special information in their major fields

13. Assists in developing administrative policies for the College through his membership in the President's Council

14. Helps develop publications explaining the instructional program

15. Helps the Co-ordinator or the Dean in charge maintain liaison with counselors and with other schools

16. Acts as departmental liaison officer with the Director of Placement and also with employers and labor organizations if the department offers semiprofessional curriculums

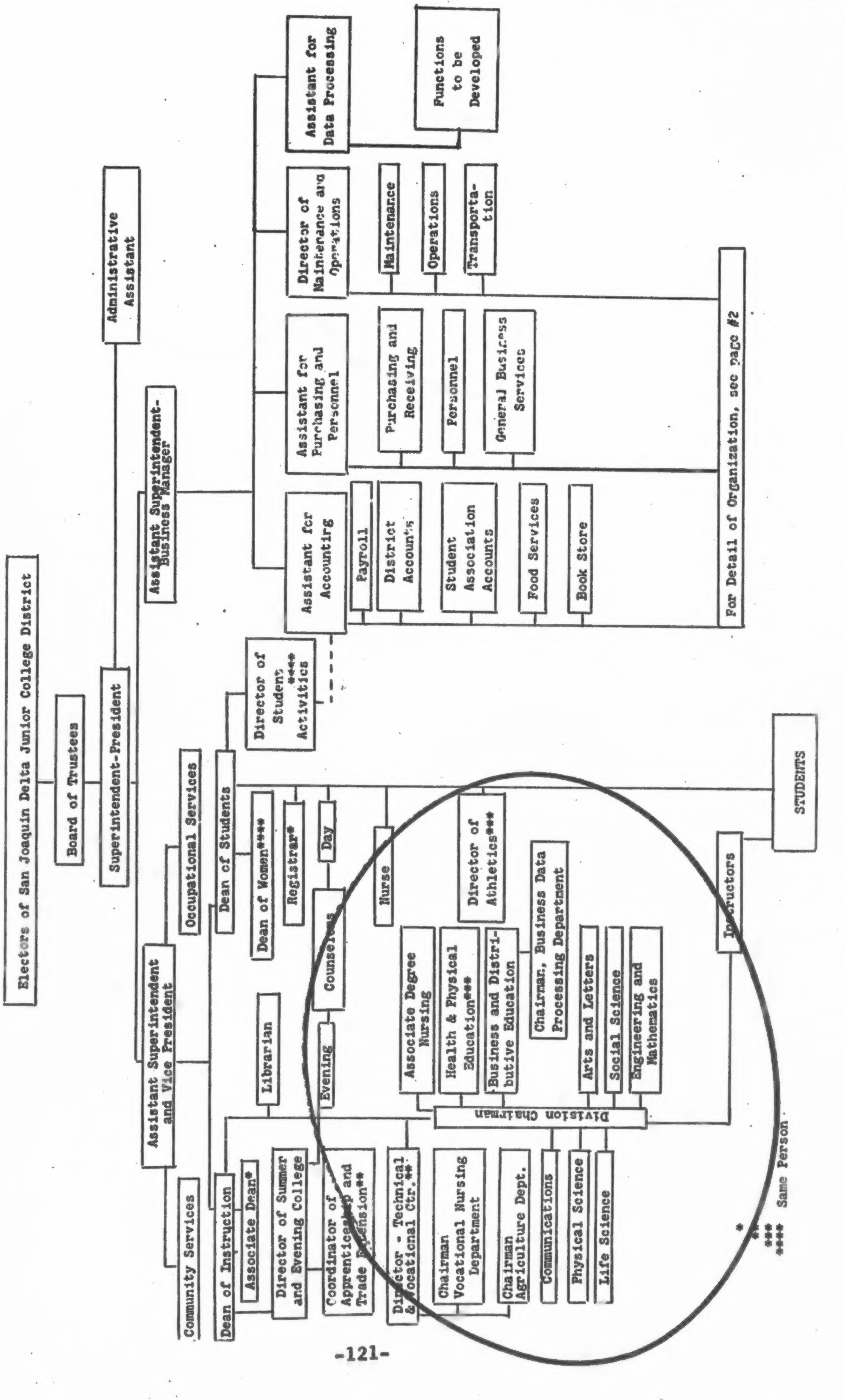
17. Helps plan and conduct departmental meetings

18. Prepares departmental copy for the College catalogue

19. Helps the Co-ordinator or Dean in charge obtain substitutes or otherwise care for classes when instructors are absent

20. Files semiannually with the secretary to the President, for transmittal to the Co-ordinator of Educational Management, a list of the textbooks and principal supplies required of students in the courses offered by the department

SAN JOAQUIN DELTA COLLEGE


Electors of San Joaquin Delta Junior College District
Board of Trustees
Superintendent-President
Administrative Assistant
Assistant Superintendent-Business Manager
Assistant for Accounting
Payroll
District Accounts
Student Association Accounts
Food Services
Book Store
Assistant for Purchasing and Personnel
Purchasing and Receiving
Personnel
General Business Services
Director of Maintenance and Operations
Maintenance
Operations
Transportation
Assistant for Data Processing
Functions to be Developed
For Detail of Organization, see page #2
Director of Student Activities****
Assistant Superintendent and Vice President
Occupational Services
Dean of Students
Dean of Women****
Registrar*
Day
Counselors
Evening
Nurse
Director of Athletics***
STUDENTS
Instructors
Community Services
Dean of Instruction
Associate Dean*
Librarian
Director of Summer and Evening College
Coordinator of Apprenticeship and Trade Extension**
Director - Technical & Vocational Ctr.**
Division Chairman
Associate Degree Nursing
Health & Physical Education***
Business and Distributive Education
Chairman, Business Data Processing Department
Arts and Letters
Social Science
Engineering and Mathematics
Chairman Vocational Nursing Department
Chairman Agriculture Dept.
Communications
Physical Science
Life Science
*
**
***
**** Same Person

Division Chairmen

Responsible to the Dean of Instruction.

Duties: Division Chairmen are responsible for the programs of instruction in their division. Areas of responsibility involve planning, organizing, staffing, directing, coordinating, reporting and budgeting. Division Chairmen shall:

Assume leadership in curricular development, evaluation, interpretation and revision;

Participate in the selection of instructors;

Determine, in conjunction with the Dean of Instruction, the number of sections to be established in each of the courses offered by the division;

Assign instructors, including the preparing of schedules;

Be responsible for submitting up-to-date outlines for all courses to the Dean of Instruction;

Prepare the division budget for equipment and supplies;

Be responsible for the proper use and safeguarding of equipment and supplies assigned to his department;

Work with counselors in advising students who need special information in their major fields. Act as a liaison person between students and instructors in regard to grievances;

Participate in community organizations having direct influence on, and application to, the subject areas in his division;

Review and recommend textbook selections and work with the Library and bookstore on related matters;

Handle substitute requests for the division;

Stimulate ways and means for improvement of instruction within the division; preliminary evaluation of new instructors in division;

Work closely with employers and the college placement office on student placement, part-time and full-time;

Stay current on transfer requirements to four-year colleges and universities;

Interpret college district policies to instructors;

Help maintain a high staff morale;

Work with registrar on catalog offerings and changes;

Instruct students;

Maintain office hours;

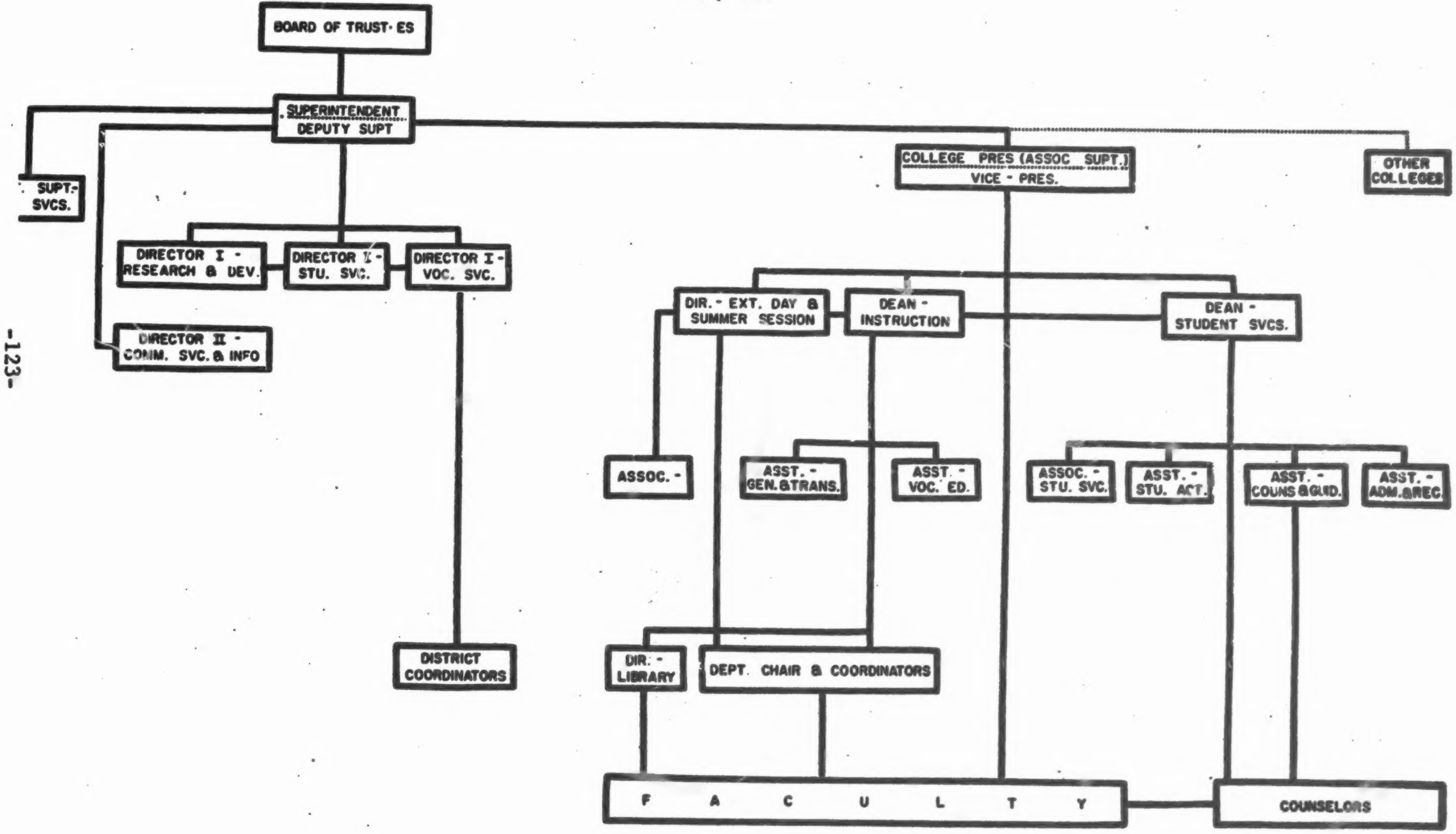
Submit annual report for the Division to the Dean of Instruction. (To be incorporated as a part of the President's Annual Report.)

SAN JOSE JUNIOR COLLEGE DISTRICT

SAN JOSE, CALIFORNIA

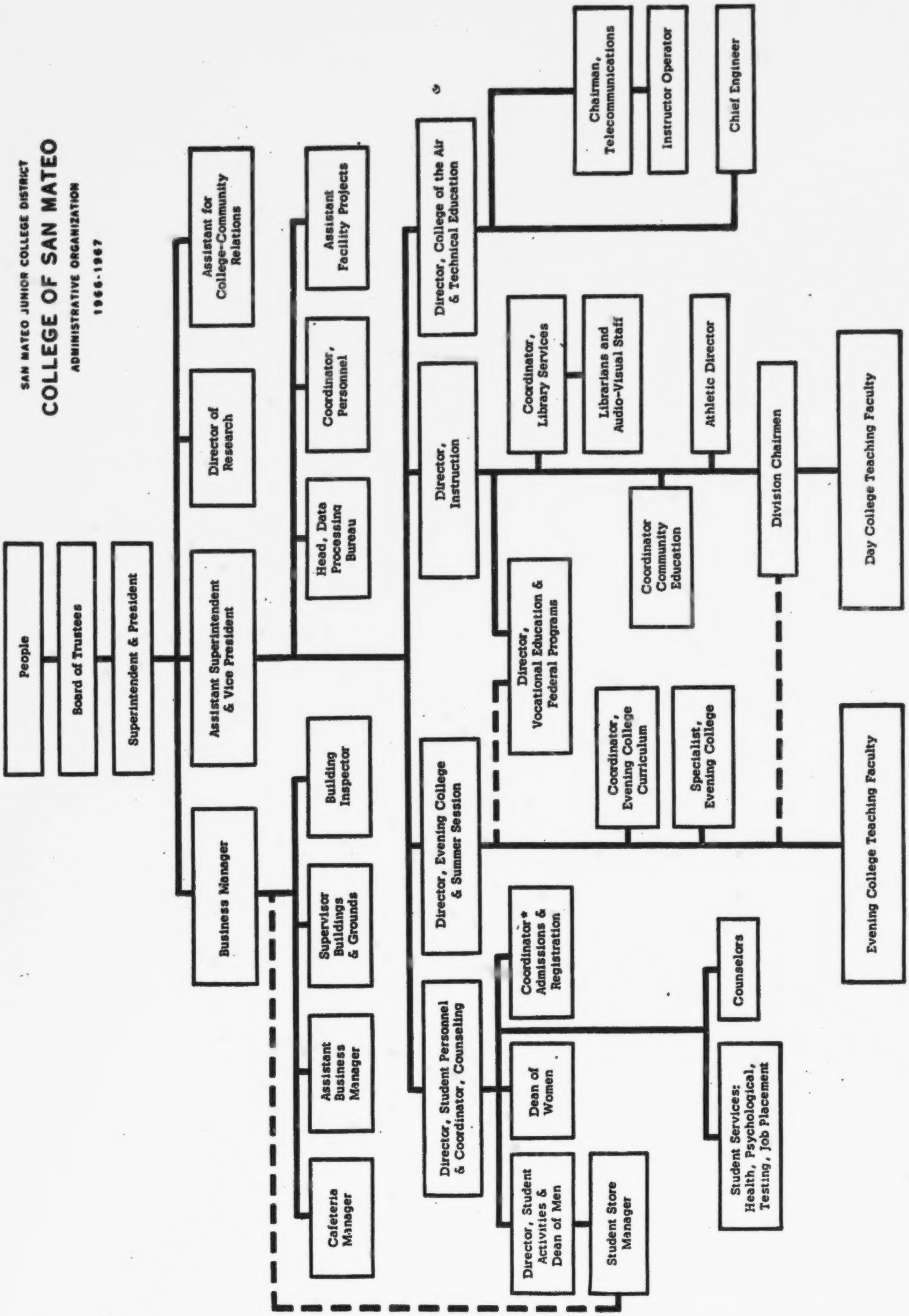
MASTER PLAN OF DISTRICT / COLLEGES ADMINISTRATIVE ORGANIZATION

MAY, 1966


BOARD OF TRUST·ES
SUPERINTENDENT
DEPUTY SUPT
SUPT. SVCS.
DIRECTOR I - RESEARCH & DEV.
DIRECTOR I - STU. SVC.
DIRECTOR I - VOC. SVC.
DIRECTOR II - COMM. SVC. & INFO
DISTRICT COORDINATORS
COLLEGE PRES (ASSOC SUPT.)
VICE - PRES.
OTHER COLLEGES
DIR. - EXT. DAY & SUMMER SESSION
DEAN - INSTRUCTION
DEAN - STUDENT SVCS.
ASSOC. -
ASST. - GEN.&TRANS.
ASST. - VOC. ED.
ASSOC. - STU. SVC.
ASST. - STU. ACT.
ASST. - COUNS.&GUID.
ASST. - ADM.&REC.
DIR. - LIBRARY
DEPT. CHAIR & COORDINATORS
F A C U L T Y
COUNSELORS

Responsibilities of a College Department Chairman

1. He shall be responsible to the Dean of Instruction for efficient and effective functioning of the teaching service in his instructional department.
2. He shall prepare the preliminary Semester Schedule for his department.
3. He shall prepare job specifications and desired qualifications of new instructors for his department, and shall participate in the screening and selection of applicants.
4. He shall participate in the evaluation of instructors in his department.
5. He shall prepare and submit requests for consideration in the development of the annual budget, and shall be responsible for budgetary expenditures and controls within the allocations to his department for both Day and Extended Day programs.
6. He shall be responsible for the maintenance of inventories of supplies and equipment allocated to his department, and shall insure proper maintenance and use of all materials and facilities of the department.
7. He shall coordinate the teaching services of his department in Day and Extended Day programs, and shall be responsible for the maintenance of collegiate standards of instruction in the department.
8. He shall exercise leadership and direction of in-service programs for maintenance and improvement of the quality of teaching service in his department.
9. He shall meet periodically with the Day and Extended Day instructors in his department, and shall represent it in inter-departmental meetings to coordinate instructional service, use of facilities or equipment, and cooperative teaching assignments.
10. He shall insure the continuity of instruction by arranging for substitute service for Day instructors in his department who may be absent.
11. He shall be directly responsible to the Dean of Instruction for the preparation of requests for grants-in-aid that will improve the effectiveness of instruction in his department.
12. He will stimulate analysis of instructional needs that may lead to curricular change in his department, and shall be responsible for the preparation of requests for discontinuance or modification of existing courses or programs and the institution of new ones.
13. He shall be responsible for assignment, training, and evaluation of student teachers in his department.
14. He shall perform other duties as may be assigned by the Dean of Instruction or the President.


People
Board of Trustees
Superintendent & President
Assistant for College-Community Relations
Director of Research
Assistant Superintendent & Vice President
Business Manager
Assistant Facility Projects
Coordinator, Personnel
Head, Data Processing Bureau
Building Inspector
Supervisor Buildings & Grounds
Assistant Business Manager
Cafeteria Manager
Director, College of the Air & Technical Education
Chairman, Telecommunications
Instructor Operator
Chief Engineer
Director, Instruction
Coordinator, Library Services
Librarians and Audio-Visual Staff
Athletic Director
Coordinator Community Education
Division Chairmen
Day College Teaching Faculty
Director, Vocational Education & Federal Programs
Director, Evening College & Summer Session
Coordinator, Evening College Curriculum
Specialist, Evening College
Evening College Teaching Faculty
Director, Student Personnel & Coordinator, Counseling
Coordinator* Admissions & Registration
Counselors
Dean of Women
Student Services: Health, Psychological, Testing, Job Placement
Director, Student Activities & Dean of Men
Student Store Manager

SAN MATEO JUNIOR COLLEGE DISTRICT

COLLEGE OF SAN MATEO

ADMINISTRATIVE ORGANIZATION

1966-1967

*Responsibility in Both Day and Evening College.

For List of Divisions see Policies and Procedures, Section 6.10.

—Direct Line Responsibility

---Joint or Advisory Responsibility

2.25 Division Chairmen

Selection

Subject to approval by the Board of Trustees, Division Chairmen will be appointed by the Superintendent. They will serve as line officers and will be directly responsible to the Director of Instruction, the Director of the Evening College and Summer Session for functions under the respective jurisdictions of these administrators.

Duties and Responsibilities

a. Organize, develop, supervise, coordinate, and evaluate the instructional programs of their respective divisions and recommend revisions.

b. Assist the Director of Instruction and Director of the Evening College in developing requirements and qualification specifications for personnel in their divisions.

c. In cooperation with the Coordinator of Personnel, screen applicants for positions in their divisions and, jointly with the Coordinator of Personnel, the Director of Instruction, and the Superintendent, interview applicants and select the best qualified for recommendation to the Board of Trustees by the Superintendent.

d. Supervise the work of instructors in their divisions for the purpose of continuously improving the quality of instruction.

e. In conjunction with the Coordinator of Personnel and the Director of Instruction, work with probationary faculty members, evaluating their teaching performance and qualifications for ultimate permanent retention.

f. With the Director of Instruction and the Director of the Evening College and Summer Session, develop projections of divisional growth and staff changes and additions within their divisions.

g. In cooperation with the Director of Instruction, develop schedules of classes, make teaching assignments, and equalize teaching loads within their divisions.

h. In cooperation with the Director of the Evening College and Summer Session, develop schedules of classes for Evening College and Summer Session and make teaching assignments within their division.

i. Encourage the fullest use of Library facilities by their divisions. In cooperation with the Coordinator of Library Services order books, periodicals, and audio-visual materials. Prepare lists of titles for reserve circulation.

2.25 (c., f., g., & h.) - Rev. 66-67

[Continued]

j. Provide the Director of Instruction with current curriculum guides and with lists of texts and other materials to be used within their respective divisions.

k. Recommend to the Director of Instruction, Director of the Evening College, and the Committee on Instruction curricular changes for their divisions.

l. Assist the Director of Student Personnel in interpreting curricular offerings to high school students.

m. Prepare with their staffs the annual divisional instructional budget including equipment, supplies, repair and maintenance requests and request these materials and services through the Director of Instruction.

n. Submit to the Coordinator of Personnel lists of persons qualified to serve as substitutes in specific courses, including College faculty and persons not on the College staff.

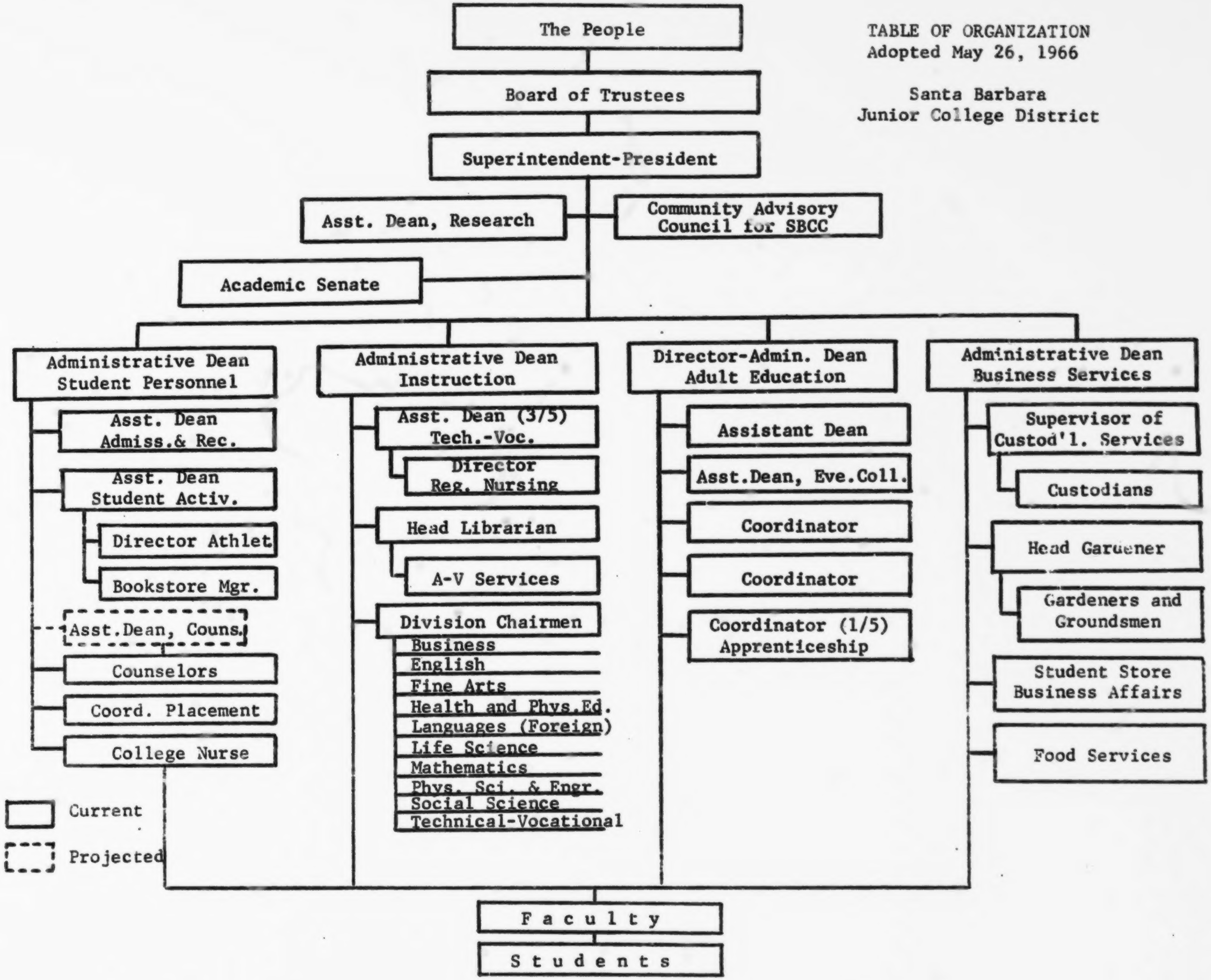
o. Assist in planning for new construction.

p. Prepare administrative and financial forms for teacher attendance, substitutes, sick leave, student assistance, and, where applicable, NDEA and MDTA applications and reports.

Teach a minimum of three hours a week in the classroom.

TABLE OF ORGANIZATION
Adopted May 26, 1966

Santa Barbara
Junior College District


The People
Board of Trustees
Superintendent-President
Asst. Dean, Research
Community Advisory Council for SBCC
Academic Senate
Administrative Dean Student Personnel
Asst. Dean Admiss.& Rec.
Asst. Dean Student Activ.
Director Athlet
Bookstore Mgr.
Asst.Dean, Couns.
Counselors
Coord. Placement
College Nurse
Administrative Dean Instruction
Asst. Dean (3/5) Tech.-Voc.
Director Reg. Nursing
Head Librarian
A-V Services
Division Chairmen
Business
English
Fine Arts
Health and Phys.Ed.
Languages (Foreign)
Life Science
Mathematics
Phys. Sci. & Engr.
Social Science
Technical-Vocational
Director-Admin. Dean Adult Education
Assistant Dean
Asst.Dean, Eve.Coll.
Coordinator
Coordinator
Coordinator (1/5) Apprenticeship
Administrative Dean Business Services
Supervisor of Custod'l. Services
Custodians
Head Gardener
Gardeners and Groundsmen
Student Store Business Affairs
Food Services
Faculty
Students
Current
Projected

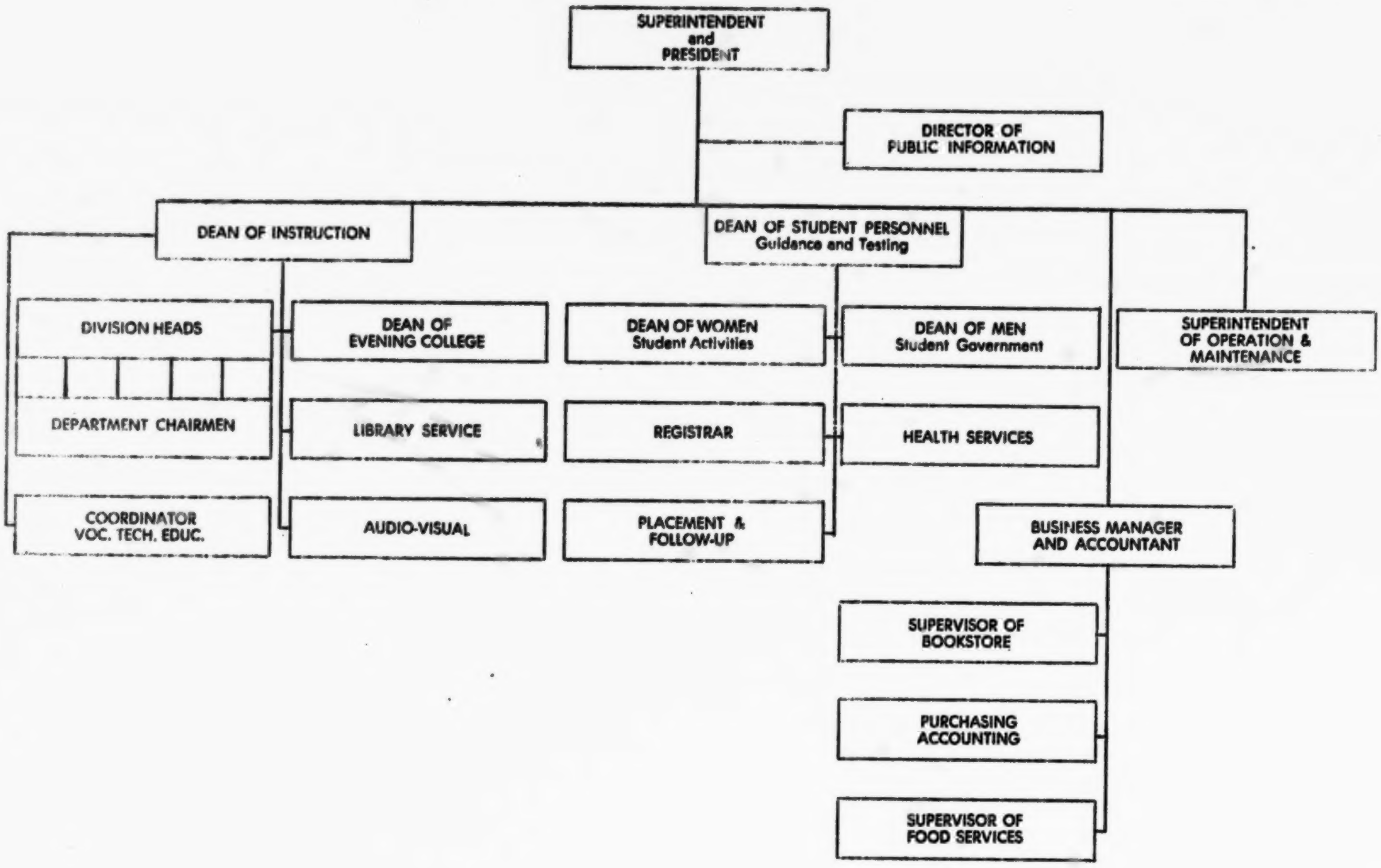
N. **Division Chairmen**

1. Appointment:
   - a. Divisions requiring chairmen shall be decided by the Administration of the College, with the approval of the Superintendent-President. The total division and/or department shall elect two candidates (when possible), one of whom shall be selected by the administration for the position.
   - b. The Superintendent-President shall recommend appointment of division chairmen for five-year terms, subject to approval by the Board of Trustees. As a general rule, only permanent instructors shall serve as chairmen.
   - c. Staggered terms shall be the practice so as to preserve continuity.
   - d. Appointments shall be made in the Spring (April 1) prior to the new term which is to begin the following September 1.
2. Division chairmen shall be responsible to the Superintendent-President, Administrative Dean, Instruction, Administrative Dean, Student Personnel, and Director-Administrative Dean, Adult Education for:
   - a. Chairing division meetings
   - b. Assisting in defining division needs.
   - c. Assisting in selection of personnel as requested.
   - d. Assisting in orienting new personnel with respect to course content, textbooks, rules and regulations, and philosophy of the college.
   - e. Assisting in preparation of schedules of classes.
   - f. Assisting with college budgetary matters, and preparation of monthly and annual requisitions.
   - g. Assisting in improving the total instructional program within the college
   - h. Preparing such reports as requested.
   - i. Participating in the evaluation of probationary instructors.
   - j. Performing other duties as assigned.

   In sufficiently extenuating circumstances, the College administration may arrange clerical assistance for division chairmen, subject to approval by the Superintendent-President.
3. The Division Chairmen Committee is one of the committees of the Academic Senate.

COLLEGE OF THE SEQUOIAS
Visalia, California

APPENDIX I
TABLE OF ORGANIZATION


SUPERINTENDENT and PRESIDENT
DIRECTOR OF PUBLIC INFORMATION
DEAN OF INSTRUCTION
DEAN OF STUDENT PERSONNEL Guidance and Testing
DIVISION HEADS
DEPARTMENT CHAIRMEN
COORDINATOR VOC. TECH. EDUC.
DEAN OF EVENING COLLEGE
LIBRARY SERVICE
AUDIO-VISUAL
DEAN OF WOMEN Student Activities
REGISTRAR
PLACEMENT & FOLLOW-UP
DEAN OF MEN Student Government
HEALTH SERVICES
SUPERINTENDENT OF OPERATION & MAINTENANCE
BUSINESS MANAGER AND ACCOUNTANT
SUPERVISOR OF BOOKSTORE
PURCHASING ACCOUNTING
SUPERVISOR OF FOOD SERVICES

APPENDIX II
DIVISIONS

I. **Science, Math and Engineering**
  Departments:
    Engineering
    Math
    Science

II. **Social Sciences**
  Departments:
    Police Science
    Psychology
    Social Sciences

III. **Applied Arts and Sciences**
  Departments:
    Agriculture
    Home Economics

IV. **Language Arts and Communication**
  Departments:
    English and Philosophy
    Foreign Language
    Journalism and Photography

V. **Business**
  Departments:
    Business

VI. **Technical**
  Departments:
    Technical
    Vocational Nursing

VII. **Fine Arts**
  Departments:
    Art
    Music
    Speech and Drama

VIII. **Physical Education, Health and Athletics**
  Departments:
    P.E.
    Hygiene

HEADS OF DIVISIONS

Divisional heads are appointed by the President and hold office subject to reappointment. Within the organiaztion of the college, they act, within their special areas of concern, as advisors and consultants to the administration.

The following duties, responsibilities and obligations are designated and assigned in both the regular day and extended day programs:

I. GENERAL/PROFESSIONAL

A. To assume leadership within the division in the cultivation of positive, active and creative attitudes on all educational matters and concerns.

B. To act as liaison between administration and divisional staff members relative to divisional and or departmental functions.

C. To interpret to their divisional staffs the philosophy of the college and to assist in the implementation of this philosophy through the curricula and the instructional program.

D. To advise their divisional staffs of administrative policy and to conduct the activities and programs of their respective divisions within the framework of that policy.

E. To foster coordination and mutual understanding among the divisions of the college.

F. To assist in the administration of a program of continuing, on-going professional growth within their divisions.

G. To foster democratic procedures within the division and in the classroom.

H. To represent the college to the community and the district in a professional capacity and to assist in interpreting the college program and services to the community and the district in all public-relations matters and concerns.

II. ADMINISTRATIVE

A. To organize and hold divisional meetings whenever necessary; and to keep accurate minutes of such meetings.

B. To bring to the division for recommendation or action problems and proposals as requested by the administration; to bring to the attention of the administration any problem for recommended action or remedy that may in any way impair the program of the college.

C. To appoint study or research committees within the division whenever deemed advisable and to report the activities, findings and recommendations of such groups to the administration.

D. To co-operate with the Council of Instructors in any study one of its sub-committees may be making toward the solution of any problem that will mutually benefit the staff, the student body, the college and the community or improve the services of the college to the community and district.

E. To assign or delegate specific duties or responsibilities as needed or demanded within the division.

F. To coordinate the duties and specific responsibilities of departmental chairmen if membership and/or size warrants such positions within the division.

G. To complete and submit reports requested by the administration and to maintain adequate divisional records as requested; to assist and advise their staff members in the completion and submission of official records.

H. To assist in the preparation of the annual budget and to aid in the supervision of the divisional budget through review of requisitions, and to act as adviser to the administration in the purchase of technical or instructional materials or aids requested by their area, keeping in mind that expenditures should aim for the greatest educational value and the wisest use of public funds.

I. To maintain equitable distribution of equipment, materials and supplies to all staff members and to insure proper storage and security of such.

J. To assume responsibility for the divisional equipment and supply orders.

K. To complete, with the assistance of divisional members, the annual inventory of all divisional equipment and supplies.

L. To aid in the management and development of the physical plant, as it applies to their area, maintaining its security, recommending for its maintenance and repair, and proposing and advising for its modification or enlargement if necessary to meet instructional needs.

III. INSTRUCTIONAL

A. To be permanent members of the Curriculum Committee.

B. To bring to the divisional staff statements and interpretations of student characteristics as determined by the administration which may provide the basis for curricular changes and revisions, more adequately suit the needs of a changing student body, and improve the quality of the educational effort.

C. To recommend to the dean of instruction the sequence of courses comprising a curriculum and to aid in its coordination should other divisions be involved.

D. To serve when requested in liaison with other member colleges or with lay or advisory committees of the community or district to ensure the continued validity of the college program.

E. To assist in curriculum development, organization and evaluation.

F. To delegate responsibility for all divisional courses of study, their explication, their deposition, and their revisions.

G. To assist in the supervision and coordination of all courses in their area.

H. To stimulate and encourage the improvement of teaching techniques, devices and methods within their areas.

I. To assist in the consideration and selection of textbooks used within the division, and to recommend to the administration the adoption of texts and other instructional materials; by the same token, to recommend the discontinuance or change in the use of texts.

J. To aid in the maintenance of grading standards and recommend practices, policies and procedures in this regard.

K. To aid in the formulation and administration of adequate testing programs, for both placement and evaluation purposes, within their areas; this may include designating test materials and assigning proctors.

L. To assist in the formulation and development of the semester schedule of classes and courses

IV. PERSONNEL

A. To assist in the determination of faculty within the division by indicating the skills, specialties or subject matter areas needed to maintain a well-qualified staff and to meet the on-going programs of the division.

B. To advise the dean of instruction on the selection and retention of divisional personnel, recognizing that final judgment rests with the President.

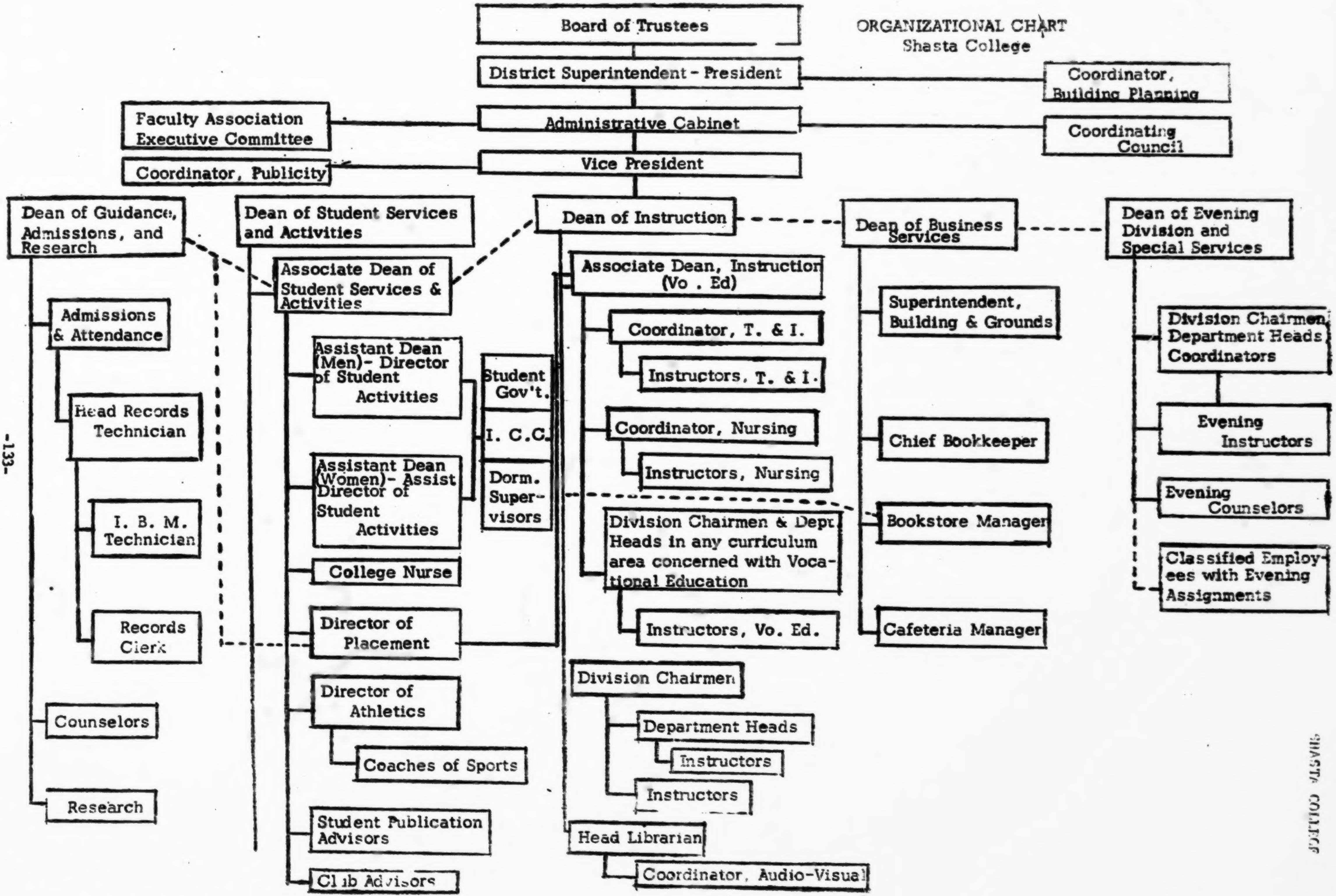
C. To assist the dean of instruction in the supervision and evaluation of probationary personnel.

D. To identify the services divisional personnel are expected to render; to assign any additional divisional activities which may develop throughout the college year

E. To provide and ensure adequate orientation for new staff members; to assist in the formulation and administration of in-service programs to insure professional growth.

F. To advise on the assignment of divisional personnel to secure maximum use of their skills and specialties, and to recommend to the dean of instruction any changes in teaching assignments insofar as such changes would enhance the quality of the effort

ORGANIZATIONAL CHART
Shasta College


Board of Trustees
District Superintendent - President
Coordinator, Building Planning
Administrative Cabinet
Coordinating Council
Faculty Association Executive Committee
Vice President
Coordinator, Publicity
Dean of Guidance, Admissions, and Research
Admissions & Attendance
Head Records Technician
I. B. M. Technician
Records Clerk
Counselors
Research
Dean of Student Services and Activities
Associate Dean of Student Services & Activities
Assistant Dean (Men) - Director of Student Activities
Assistant Dean (Women) - Assist Director of Student Activities
Student Gov't.
I. C. C.
Dorm. Supervisors
College Nurse
Director of Placement
Director of Athletics
Coaches of Sports
Student Publication Advisors
Club Advisors
Dean of Instruction
Associate Dean, Instruction (Vo . Ed)
Coordinator, T. & I.
Instructors, T. & I.
Coordinator, Nursing
Instructors, Nursing
Division Chairmen & Dept Heads in any curriculum area concerned with Vocational Education
Instructors, Vo. Ed.
Division Chairmen
Department Heads
Instructors
Instructors
Head Librarian
Coordinator, Audio-Visual
Dean of Business Services
Superintendent, Building & Grounds
Chief Bookkeeper
Bookstore Manager
Cafeteria Manager
Dean of Evening Division and Special Services
Division Chairmen, Department Heads Coordinators
Evening Instructors
Evening Counselors
Classified Employees with Evening Assignments

DIVISION CHAIRMEN

II. Duties and Responsibilities

Working cooperatively with the Deans of Instruction and the Dean of the Evening Division, division chairmen are to assume the leadership and the responsibility to promote, organize, coordinate and develop the programs of their divisions, fulfilling these functions:

1. Devise means of evaluating and improving instruction.
2. Assist in the selection and assignment of new instructors and assume the obligation to see that each has proper orientation to his duties and obligations.
3. Assist in the evaluation of instructors.
4. Help the Deans of Instruction and the Dean of the Evening Division in maintaining a list of teachers that may be available for substitute work in the division area.
5. Work with the Deans of Instruction and the Dean of the Evening Division in organizing division teaching and room schedules for inclusion in the master schedule.
6. Work cooperatively with the Guidance Staff, through regular meetings, in communicating and forwarding the understanding of the curriculum of the division as it relates to the characteristics and needs of community college students.
7. Consult with the Dean of the Evening Division and make recommendations regarding the staffing of evening classes and assist in the orientation and supervision of evening instructors upon request of the evening Dean.
8. Serve as liaison between the administration and members of their divisions by attending curriculum and other meetings.
9. Assume responsibility in regard to community relationships as they pertain to the division.
10. Coordinate the division budget, both supply and capital outlay.
11. Assume other assignments which their position and the Administration require.
12. Serve as instructors.

III. Procedures

1. Hold division meeting at least once a month.
2. Maintain regular office hours for consultation with members of their divisions.
3. Maintain instructor evaluation schedule: the first formal evaluation session to be held prior to Thanksgiving Vacation; the second, by March 1.
4. Begin visitations of new staff members during the second week of school and complete the initial visitations at least one week prior to Thanksgiving Vacation.
5. Have orientation meetings with new members of their staffs and assign members of their divisions to act as helpful guides during the opening days of school.
6. Introduce new staff members not only to the policies and procedures of their divisional area but also to the philosophy and procedures of the total enterprise of the College.
7. Submit the names of possible substitute teachers to the Dean of Instruction by September 20.
8. Distribute minutes of their divisions not only to their members but also to all members of the Curriculum Committee.
9. Attend regularly the monthly meetings of the Curriculum Committee.
10. Make arrangements that will enable instructors to visit classes of successful teachers.
11. Bring professional literature and in-service training opportunities to the attention of division members.
12. Work closely with individual instructors to see how well each is doing with the students under their supervision: i.e., inspection of student progress (test scores, surveys, etc.).
13. Inspect occasionally teacher-made examinations and other course materials to determine their effectiveness in fulfilling the goals of courses, as stated in course outlines.
14. Keep the course outlines up-to-date and in file in the office of instruction.
15. Analyze occasionally the pattern of student grades to determine erratic grading, halo, etc.

16. Observe casually, but critically, the instructor as he is engaged in school activity outside the classroom.

17. Organize, whenever appropriate, advisory committees to help further the educational program of their divisions.

18. Arrange meetings, whenever appropriate, with the guidance staff to further understanding of the curriculum of their divisions as it relates to the characteristics and needs of community college students.

IV. Length of Appointment

Appointment will be for the school year 1966-1967.

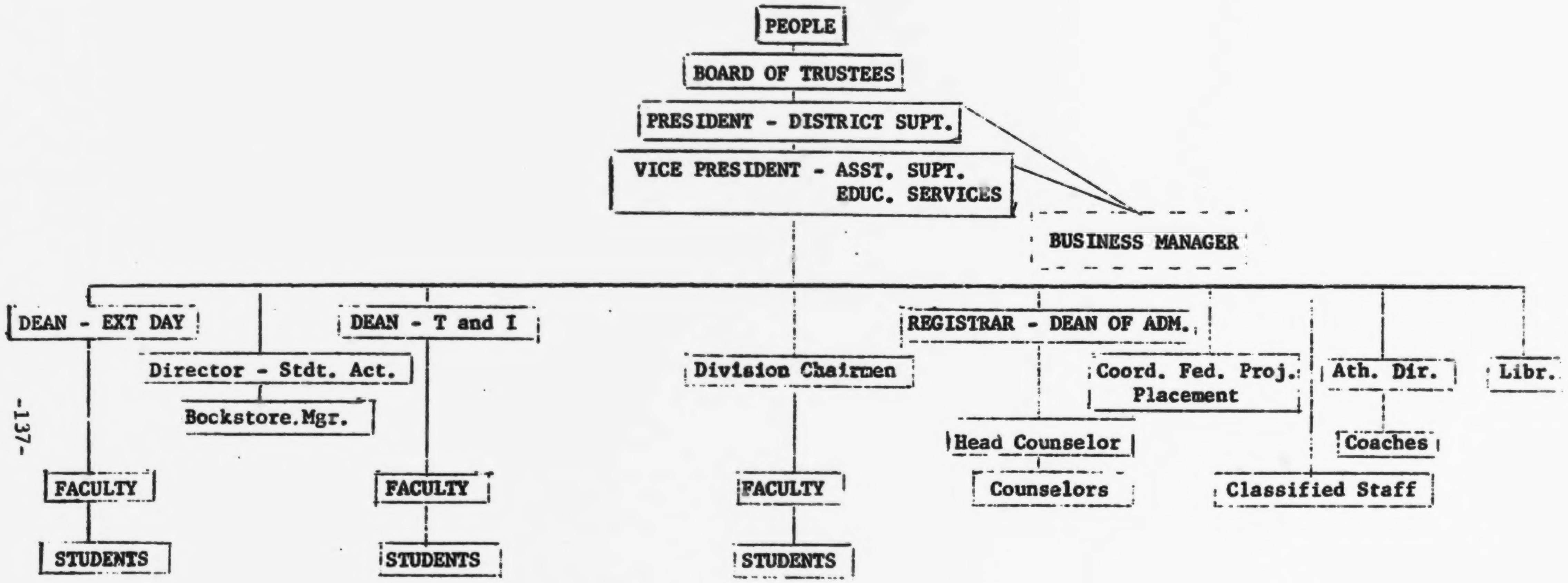
V. Compensation

A time allowance of 1/6 of their teaching assignment plus remuneration of $500 a year shall be given them for assuming the leadership and responsibility of their divisions. The time allowance may be adjusted according to the scope and requirements of their divisions.

VI. Length of Service During School Year

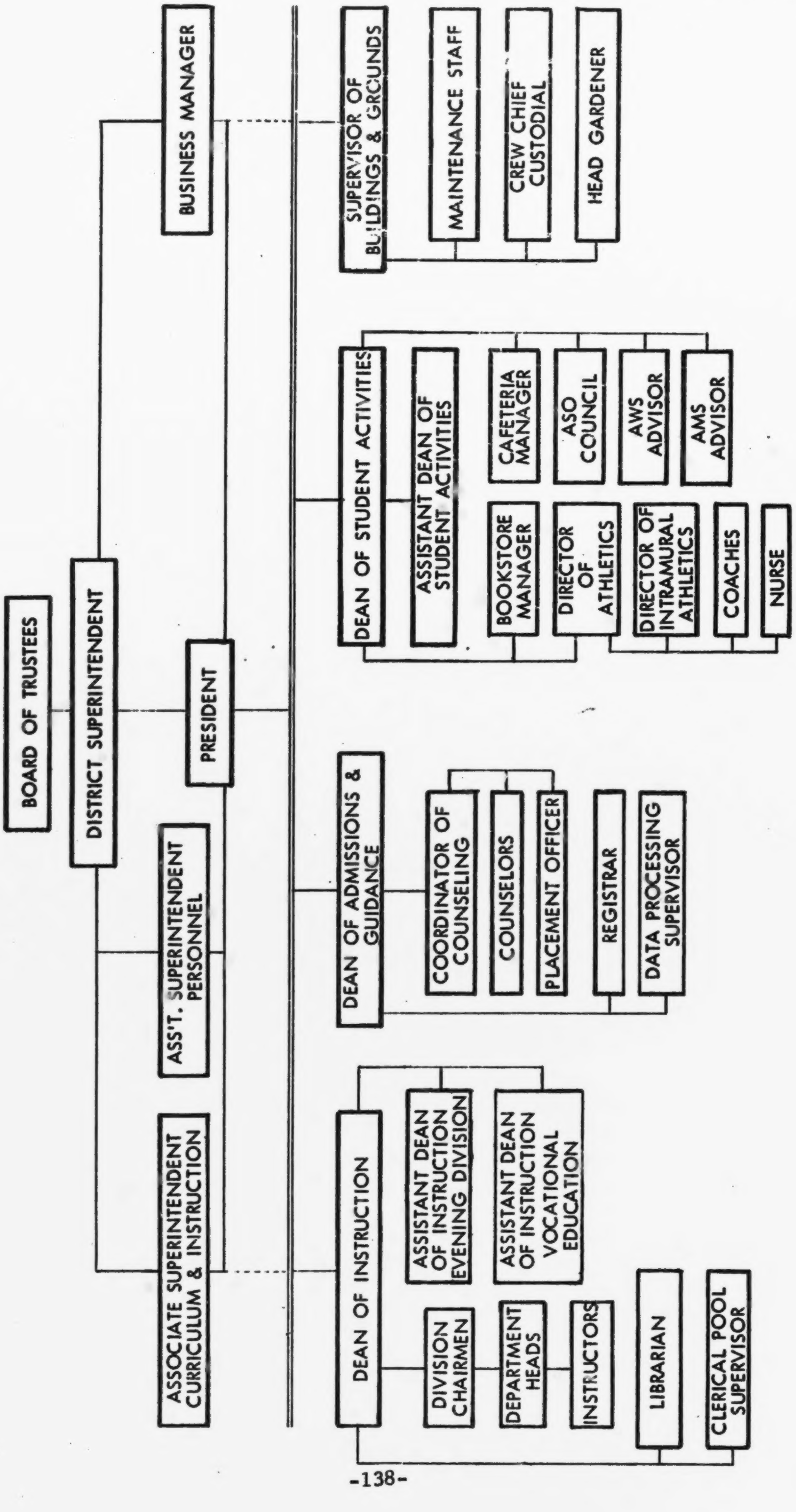
The length of service is the same as that of instructors except for one week additional, which may be either before or after school opens or closes depending on the demands of the position. Arrangements will be approved by the Dean of Instruction.

TENTATIVE ORGANIZATION CHART
SOLANO COLLEGE
1966 - 67


PEOPLE
BOARD OF TRUSTEES
PRESIDENT - DISTRICT SUPT.
VICE PRESIDENT - ASST. SUPT. EDUC. SERVICES
BUSINESS MANAGER
DEAN - EXT DAY
Director - Stdt. Act.
Bockstore.Mgr.
DEAN - T and I
Division Chairmen
REGISTRAR - DEAN OF ADM.
Coord. Fed. Proj. Placement
Ath. Dir.
Libr.
Head Counselor
Counselors
Coaches
Classified Staff
FACULTY
STUDENTS
FACULTY
STUDENTS
FACULTY
STUDENTS

NOTES:
1. During the first year of operation as a separate district, Solano College will be organized and administrated in a flexible manner.
2. Many of the district office functions will be asumed by the Solano College Administration while the Vallejo Unified School District will continue to serve the college in the areas of business, maintenance, and selected personnel services.
3. The division of responsibilities between President - Superintendent and the Vice President - Assistant Superintendent has not been set. Both administrator's will work as a team in the administrating of Solano College.

SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART


BOARD OF TRUSTEES
DISTRICT SUPERINTENDENT
BUSINESS MANAGER
ASS'T. SUPERINTENDENT PERSONNEL
ASSOCIATE SUPERINTENDENT CURRICULUM & INSTRUCTION
PRESIDENT
SUPERVISOR OF BUILDINGS & GROUNDS
MAINTENANCE STAFF
CREW CHIEF CUSTODIAL
HEAD GARDENER
DEAN OF STUDENT ACTIVITIES
ASSISTANT DEAN OF STUDENT ACTIVITIES
CAFETERIA MANAGER
ASO COUNCIL
AWS ADVISOR
AMS ADVISOR
BOOKSTORE MANAGER
DIRECTOR OF ATHLETICS
DIRECTOR OF INTRAMURAL ATHLETICS
COACHES
NURSE
DEAN OF ADMISSIONS & GUIDANCE
COORDINATOR OF COUNSELING
COUNSELORS
PLACEMENT OFFICER
REGISTRAR
DATA PROCESSING SUPERVISOR
DEAN OF INSTRUCTION
ASSISTANT DEAN OF INSTRUCTION EVENING DIVISION
ASSISTANT DEAN OF INSTRUCTION VOCATIONAL EDUCATION
DIVISION CHAIRMEN
DEPARTMENT HEADS
INSTRUCTORS
LIBRARIAN
CLERICAL POOL SUPERVISOR

DUTIES OF A DEPARTMENT HEAD

Under the direction of the Division Chairman:

1. Assists the Division Chairman in the conduct of divisional affairs.

2. Acts as a liaison between instructors and the Division Chairman.

3. Informs the Division Chairman of instructor and departmental needs.

4. Conducts departmental meetings; directs continuous departmental review and evaluation of the department's instructional program; and coordinates preparation of departmental proposals for curricular change and instructional innovation.

5. Prepares tentative departmental schedules of classes for presentation to the Division Chairman.

6. Coordinates preparation of course outlines and catalog material for the department.

7. Cooperates with the Division Chairman and the Office of Instruction in arranging for class coverage in the absence of regularly assigned instructors.

8. Assists in the selection of textbooks and recommends their adoption.

9. Processes equipment and supply requests for members of the Department.

DUTIES OF A DIVISION CHAIRMAN

Under the direction of the Dean of Instruction:

1. Assists the Dean of Instruction in the planning and conduct of the instructional program of the College.

2. Conducts divisional meetings; directs continuous divisional review and evaluation of the Division's instructional program; and coordinates preparation of divisional proposals for curricular change and instructional improvement.

3. Advises the Dean of Instruction regarding divisional needs.

4. Recommends the appointment of department heads for the Division and directs their activities.

5. Acts as a liaison between the departments of the Division and other elements of the College.

6. Coordinates the preparation of proposed catalog materials pertaining to the Division.

7. Prepares tentative Division class schedules.

8. Directs and supervises the preparation of divisional, departmental, and instructor records and reports.

9. Processes equipment and supply requests for departments of the Division.

10. Coordinates divisional ordering and use of library and audio-visual materials.

11. Assists in the selection of textbooks and recommends their approval.

12. Assists in the selection of new contract or hourly instructors.

13. Maintains and directs divisional programs for orienting and assisting new instructors.

14. Assists in the evaluation of probationary and hourly instructors.

15. Assists the Office of Instruction in arranging for class coverage in the absence of regularly assigned instructors.

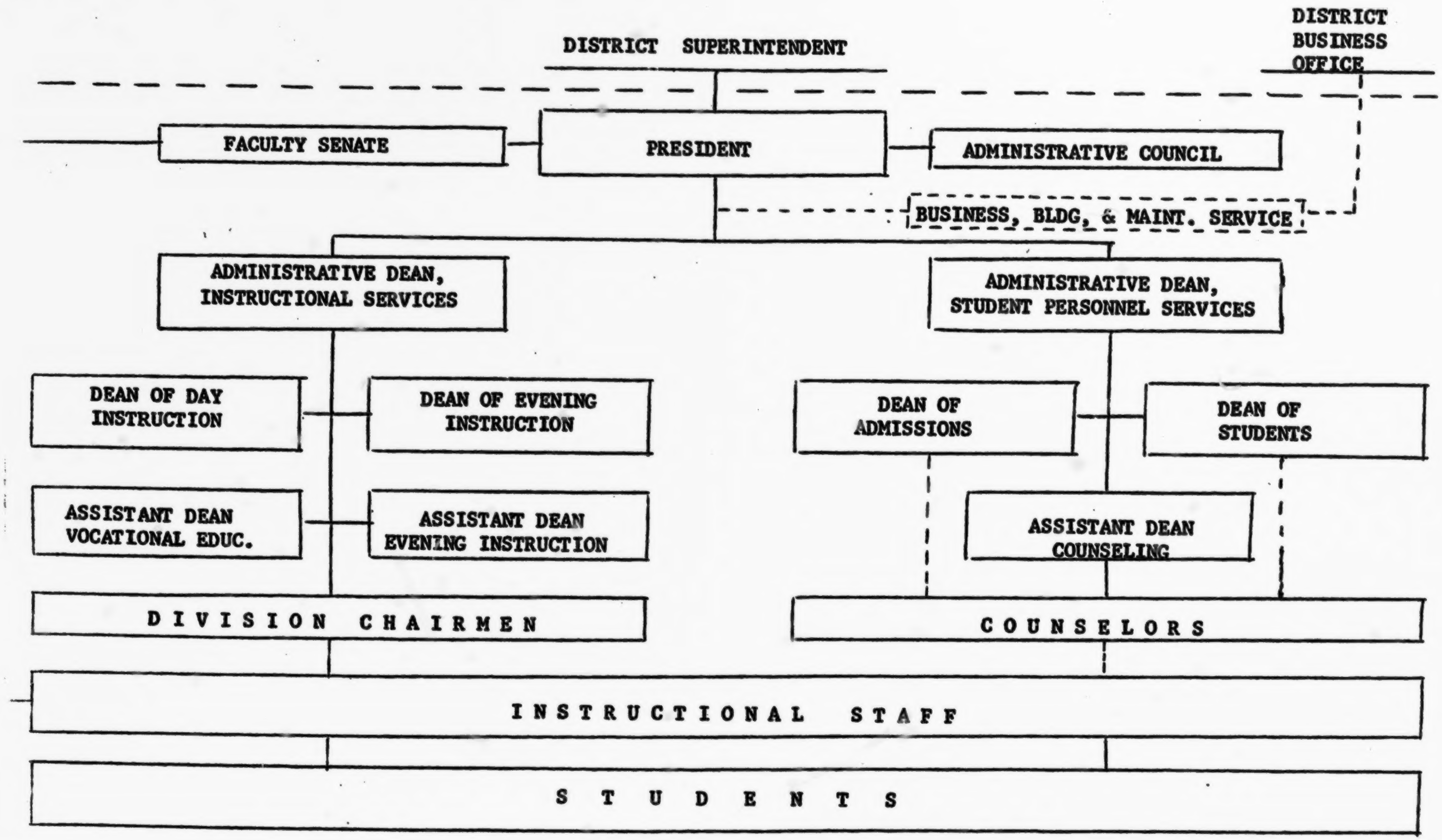
16. Promotes and assists in the organization of advisory committees.

17. Performs other duties as assigned.

VENTURA COLLEGE
4667 Telegraph Road
Ventura, California

1966-67 School Year

TABLE OF ORGANIZATION


DISTRICT SUPERINTENDENT
DISTRICT BUSINESS OFFICE
FACULTY SENATE
PRESIDENT
ADMINISTRATIVE COUNCIL
BUSINESS, BLDG, & MAINT. SERVICE
ADMINISTRATIVE DEAN, INSTRUCTIONAL SERVICES
ADMINISTRATIVE DEAN, STUDENT PERSONNEL SERVICES
DEAN OF DAY INSTRUCTION
DEAN OF EVENING INSTRUCTION
DEAN OF ADMISSIONS
DEAN OF STUDENTS
ASSISTANT DEAN VOCATIONAL EDUC.
ASSISTANT DEAN EVENING INSTRUCTION
ASSISTANT DEAN COUNSELING
DIVISION CHAIRMEN
COUNSELORS
INSTRUCTIONAL STAFF
STUDENTS

L. Division Chairmen

Under the direction of the administrative dean of instruction, assist in the development and supervision of the college instructional program. Representative duties are:

(1) To make and submit the schedule of classes to the administration dean of instruction for inclusion in the official class schedule;

(2) To make recommendations to the administrative dean of instruction regarding changes in existing courses of study, elimination of old ones, or the addition of new ones for day, evening, and summer programs;

(3) To make recommendations to the administrative dean of instruction for textbook adoptions or deletions;

(4) To make recommendations to the administrative dean of instruction regarding college curricula, including proposed additions, deletions, or changes;

(5) To make recommendations to the administrative dean of instruction for course prerequisites and sequence of courses as required by adopted curricula;

(6) To make recommendations through the administrative dean of instruction to the president regarding selection of new teachers, the evaluation of division faculty (especially probationary personnel), and considerations of teaching load for day, evening, and summer programs;

(7) To prepare a budget for the division and submit it through the dean of day instruction to the business office;

(8) To initiate requisitions for division supplies and equipment when budget provisions exist;

(9) To cooperate with the appropriate deans to ensure the offering of appropriate classes, the maintenance of academic standards, and the selection of fully qualified teachers;

(10) To cooperate with the dean of students and his staff in planning and supervising meaningful co-curricular activities appropriate to the division;

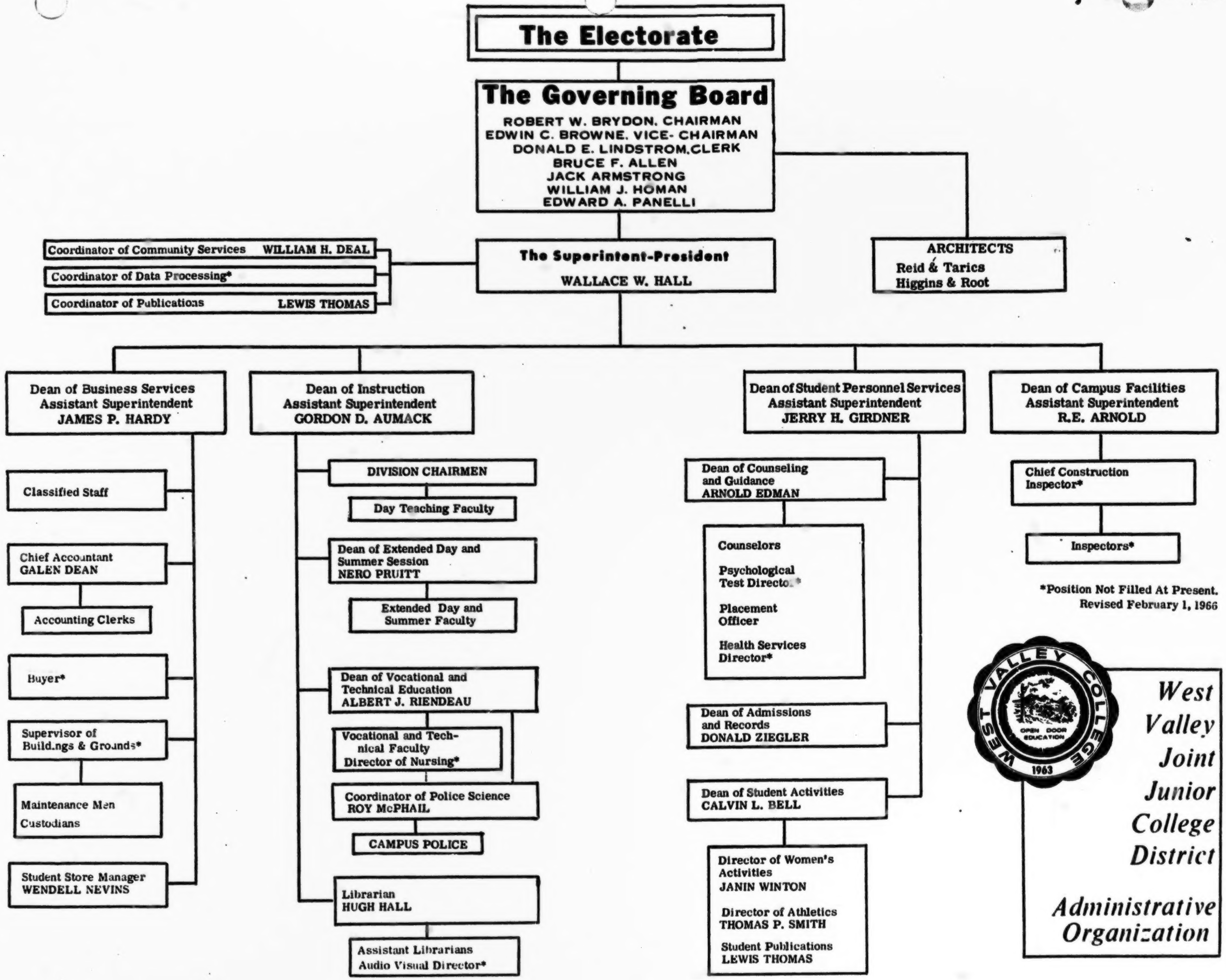
(11) To be responsible for teacher supervision of all classes within the division, including evening and summer sessions;

(12) To assist the administrative dean of instruction in the development and administration of appropriate in-service opportunities for divisional staff members;

(13) To maintain daily office hours adequate to permit consultation with students, teachers, and administrators.

(14) To perform such other duties as may be assigned.

SEP 23 1966


The Electorate
The Governing Board
ROBERT W. BRYDON, CHAIRMAN
EDWIN C. BROWNE, VICE-CHAIRMAN
DONALD E. LINDSTROM, CLERK
BRUCE F. ALLEN
JACK ARMSTRONG
WILLIAM J. HOMAN
EDWARD A. PANELLI
ARCHITECTS
Reid & Tarics
Higgins & Root
The Superintent-President
WALLACE W. HALL
Coordinator of Community Services WILLIAM H. DEAL
Coordinator of Data Processing*
Coordinator of Publications LEWIS THOMAS
Dean of Business Services
Assistant Superintendent
JAMES P. HARDY
Classified Staff
Chief Accountant
GALEN DEAN
Accounting Clerks
Buyer*
Supervisor of Buildings & Grounds*
Maintenance Men
Custodians
Student Store Manager
WENDELL NEVINS
Dean of Instruction
Assistant Superintendent
GORDON D. AUMACK
DIVISION CHAIRMEN
Day Teaching Faculty
Dean of Extended Day and Summer Session
NERO PRUITT
Extended Day and Summer Faculty
Dean of Vocational and Technical Education
ALBERT J. RIENDEAU
Vocational and Technical Faculty
Director of Nursing*
Coordinator of Police Science
ROY McPHAIL
CAMPUS POLICE
Librarian
HUGH HALL
Assistant Librarians
Audio Visual Director*
Dean of Student Personnel Services
Assistant Superintendent
JERRY H. GIRDNER
Dean of Counseling and Guidance
ARNOLD EDMAN
Counselors
Psychological Test Director*
Placement Officer
Health Services Director*
Dean of Admissions and Records
DONALD ZIEGLER
Dean of Student Activities
CALVIN L. BELL
Director of Women's Activities
JANIN WINTON
Director of Athletics
THOMAS P. SMITH
Student Publications
LEWIS THOMAS
Dean of Campus Facilities
Assistant Superintendent
R.E. ARNOLD
Chief Construction Inspector*
Inspectors*
WEST VALLEY COLLEGE
OPEN DOOR EDUCATION
1963

*Position Not Filled At Present.
Revised February 1, 1966

West Valley Joint Junior College District

Administrative Organization

2.20 Division Chairman

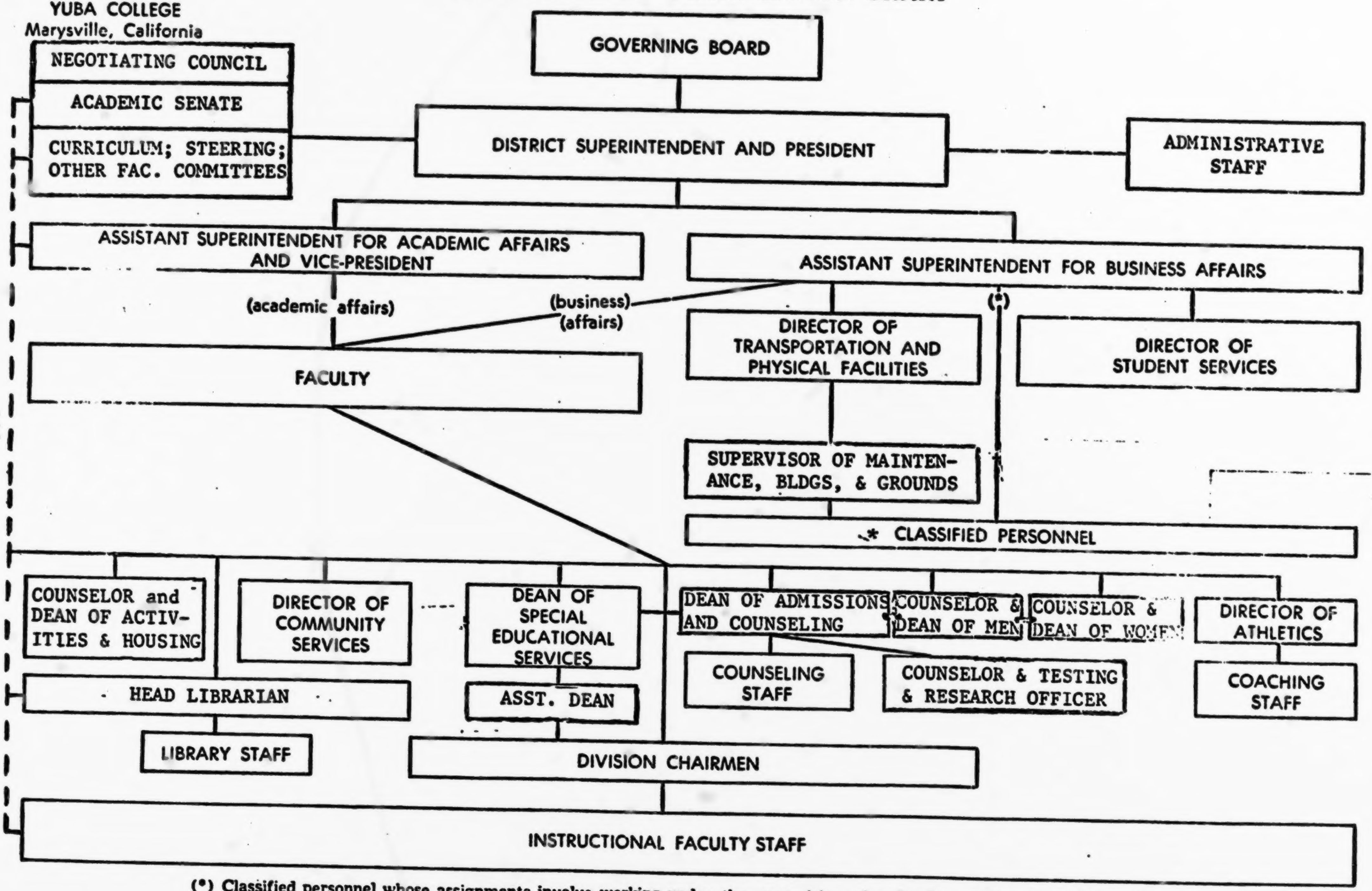
Selection:

Upon nomination by the Superintendent-President, the board will appoint the division chairman for a two-year term. He will serve under the direct supervision of the Dean of Instruction. In addition to the duties and responsibilities listed below, the person serving as Chairman of the Division of Physical Education shall also serve as Director of Athletics.

Duties and Responsibilities:

1. Assist in evaluation of division staff members.
2. Assist in screening of new staff members--day and extended day.
3. Prepare division budget.
4. Approve division requisitions.
5. Plan and conduct division meetings.
6. Aid in orientation of new division staff members.
7. Assist in preparation of class schedules, both day and extended day.
8. Assist in curriculum development.
9. Help to find substitutes when division members are absent.
10. Prepare from time to time proposals for grants under federal or state assistance programs.
11. Coordinate preparation of course outlines.
12. Coordination of day, extended day, and summer school programs.
13. Assist the allocation of student help.
14. Allocation of conference attendance funds and aid.
15. Assist in textbook selection.
16. Represent division at building needs meetings.
17. Order desk copies of textbooks for instructors.
18. Such other duties as designated by the Dean of Instruction.

ADMINISTRATIVE ORGANIZATION CHART


YUBA COLLEGE
Marysville, California
NEGOTIATING COUNCIL
ACADEMIC SENATE
CURRICULUM; STEERING; OTHER FAC. COMMITTEES
GOVERNING BOARD
DISTRICT SUPERINTENDENT AND PRESIDENT
ADMINISTRATIVE STAFF
ASSISTANT SUPERINTENDENT FOR ACADEMIC AFFAIRS AND VICE-PRESIDENT
ASSISTANT SUPERINTENDENT FOR BUSINESS AFFAIRS
(academic affairs)
(business) (affairs)
(*)
FACULTY
DIRECTOR OF TRANSPORTATION AND PHYSICAL FACILITIES
DIRECTOR OF STUDENT SERVICES
SUPERVISOR OF MAINTENANCE, BLDGS, & GROUNDS
* CLASSIFIED PERSONNEL
COUNSELOR and DEAN OF ACTIVITIES & HOUSING
DIRECTOR OF COMMUNITY SERVICES
DEAN OF SPECIAL EDUCATIONAL SERVICES
DEAN OF ADMISSIONS AND COUNSELING
COUNSELOR & DEAN OF MEN
COUNSELOR & DEAN OF WOMEN
DIRECTOR OF ATHLETICS
HEAD LIBRARIAN
ASST. DEAN
COUNSELING STAFF
COUNSELOR & TESTING & RESEARCH OFFICER
COACHING STAFF
LIBRARY STAFF
DIVISION CHAIRMEN
INSTRUCTIONAL FACULTY STAFF

(*) Classified personnel whose assignments involve working under the supervision of a faculty member are responsible for work-performance aspects of their assignments directly to the faculty supervisor and through that supervisor to the Assistant Superintendent for Business Affairs; for other aspects of their assignments they are directly responsible to the Assistant Superintendent for Business Affairs.

SEE ALSO pages 2-1 through 2-2a of the FACULTY HANDBOOK for detailed responsibilities, and page 1-8 for committee listings.

DIVISIONAL ORGANIZATION - FOR INSTRUCTION AND SERVICES

1966-67

DIVISIONS and DEPARTMENTS | **PERSONNEL of DIVISIONS** (alphabetical)

ACADEMIC PROGRAM - INSTRUCTION.................ALGEO H. BRILL, *Assistant Superintendent for Academic Affairs and Vice President.*

Instructional Programs:
  DAY (8:00 a.m. - 5:00 p.m.)
  SPECIAL EDUCATIONAL SERVICES
    (Evening, Summer Session, Adult)
Library-Audio Visual Services
Registration-Scheduling of Classes

ELBERT MILLER, *Dean of Admissions and Counseling.*
THOMAS PEPPAS, *Dean of Special Educational Services.*
DAN DILLON, *Assistant to the Dean.*
ROBERT STAEHLIN, *Head Librarian.*
ROBERT POOLE, *AV Director & Assistant Librarian.*
ANDREA HAMPSTON (Mrs), *Assistant Librarian.*
Division Chairmen, named below.

APPLIED ARTS & SCIENCES.........................GEORGE VAUGHT, *Division Chairman*

Agriculture
Automotive Technology
Drafting
Fire Science
Machine Shop Technology
Police Science
Welding

Wesley Allen
Robert Barkhouse
Jack Brierly
Russell Freemyers
William Green
Harvey Hallenbeck
Earl Orum
Edmond Starr

BUSINESS.......................................JOHN DRUASH, *Division Chairman*

Business

Charles Barnett
Shirley Barrick (Mrs)
Glenn Beier
Doris Gianella (Miss)
William Haeuser
Maxine Henrichs (Miss)
Haldane Hess (Mrs)
Edgar Miller
Freda Monnot (Mrs)
Gloria Mullins (Mrs)

COUNSELING-STUDENT PERSONNEL SERVICES...........ELBERT MILLER, *Dean of Admissions and Counseling*

Offices of:
  ADMISSIONS
  COUNSELING
  DEAN OF ACTIVITIES & HOUSING
  DEAN OF MEN
  DEAN OF WOMEN
  TESTING & RESEARCH OFFICER
Psychology 50, Introduction to College

Holbrook Boruck
David Conroy
Thomas Larner
Robert Mognis
Robert Rutledge
Minerva Wootton (Mrs)

ENGINEERING, MATHEMATICS, & SCIENCE...........GLENN VAN DOREN, *Division Chairman*

Anthropology (Physical)
Astronomy
Chemistry
Engineering
Geography (Physical)
Geology
Mathematics
Physics
Physical Science
Statistics

Walter Bristol
Robert Buell
Thomas Doty
Russell Freemyers
Edwin Haegele
Harold Hunziker
Robert Ketelle
John Mahoney
Ernest Wettstein
Chor Yu

FINE ARTS......................................ALBERT ATTWELL, *Division Chairman*

Art
Dramatic Arts
Home & Family Living
Music
Philosophy

Gilbert Azama
John Bresnahan
Donald Butler
Doris Gianella (Miss)
LaVerne Grell (Miss)
Lawrence Moorman
Roy Sorrels
Frank Wilkinson

Assistant Superintendent
and Vice President
Yuba College
Marysville, California

DIVISIONAL ORGANIZATION - FOR INSTRUCTION AND SERVICES
1966-67

DIVISIONS and DEPARTMENTS — **PERSONNEL of DIVISIONS** (alphabetical)

HEALTH & PHYSICAL EDUCATION....................REX McDOUGAL, *Division Chairman*

Hygiene
Physical Education
Extra-Mural

Carol Bordsen (Mrs)
Gary Engelken
Calvin Gower
Marshall Kreuter
Ernest Matlock
Louis Menghini
Etsuko Yoshinobu (Miss)

Athletic Department.....Ernest Matlock, *Director of Athletics; Football, Golf*

Varsity Sports Program

Gary Engelken, *Baseball, Football*
Calvin Gower, *Track, Football*
Marshall Kreuter, *Tennis, Football*
Rex McDougal, *Basketball*
Louis Menghini, *Wrestling, Intra-Mural*

LANGUAGE ARTS.................................EDWARD MALLOY, *Division Chairman*

English
French
German
Journalism
Russian
Spanish
Speech

Corine Andrews (Mrs)
Charles Barnett
Charles Berrier
Jeanine Crandall (Mrs)
Peter Evans
Richmond Garrigus
Robert Hooper
Eda Jameson (Mrs)
Donald Meadows
Thomas Pauly
Roy Sorrels
Gordon Taylor

LIFE SCIENCE..................................ERNEST KRAUSE, *Division Chairman*

Anatomy
Bacteriology
Biology
Botany
Entomology
Physiology
Vocational Nursing
X-Ray Technology
Zoology

Douglas Adams
Phyllis Arnoldy (Miss)
Ferne Baker (Mrs)
Cornelie Haile (Mrs)
Johnny Morgan, M.D.
Allan O'Berg
William Schultz
Louetta Thomson (Mrs)

SOCIAL SCIENCE..............................WALTER GOTTLUND, *Division Chairman*

Anthropology
Economics
Education
Geography
History
Political Science
Psychology
Social Science
Sociology

Don Johnston
Donald LeFave
Robert Reiter
Gerald Severeid
George Shaw
Robert Williams

ALGEO H. BRILL
Assistant Superintendent
and Vice President
Yuba College
Marysville, California

SURVEY OF DIVISION-DEPARTMENT CHAIRMEN
August 20, 1963

COLLEGE	*1	2	3	4	5	6	7
Bakersfield	$200-$500	2/5	Yes	Yes	No-recommend	Yes	Yes
Cabrillo	$500/yr.	1/5	Final	Informally	Suggest	Yes	No
Cerritos	20% annual salary (10 mos.)	None	Yes	Yes	Yes	Yes	Yes
Citrus	$300-$700	None	Yes	Yes	Help	Yes	No
Coalinga	No Division or Department Chairmen						
Compton	$500	None	Assist Dean of Instruction	Assist Dean	Assist Dean	Yes	No
Contra Costa	No Division or Department Chairmen						
Fresno City (Division Deans)	Administrative salary schedule	Full-time administration	Yes	Yes	Yes	Yes	Yes
Fullerton	$529	2-7 teachers, 1/5; 8-14, 2/5; 15-21, 3/5; 22-28, 4/5. Each probationary teacher is counted as 1½ teachers.	No	Yes, but Deans and Vice Pres. recommend and evaluate too. Recommendation to Superintendent made by College President.	Recommend	Prepare Request	Yes
Glendale	$100-$300	None	Yes	Yes	Yes	Yes recommend	No

*1. How much additional pay do they receive?
2. How much reduced teaching load?
3. Do they screen instructor applications?
4. Do they evaluate instructors and recommend tenure?
5. Do they determine instructor course assignments?
6. Do they prepare and recommend divisional budget?
7. Are they considered a part of administrative staff?

Survey of Division-Department Chairmen
August 20, 1963

COLLEGE	1	2	3	4	5	6	7
Grossmont	None	3-6 hours	Yes, help	Yes Optional to recommend	Yes	Yes	No
Long Beach City	0-$885	0-20%	Yes	Assist *	Advise *	Yes	No
Los Angeles City	$45 per month. Extra pay - evening superv.	6 hrs.-large depts.; 3 hrs., small dept.	Yes	Yes	Yes	Yes	Yes
Los Angeles Harbor	$45 per month (10 mos.)	3-5 units	Yes	Yes	Yes	Yes	No
Los Angeles Metropolitan College of Business	No Division or Department Chairmen						
Los Angeles Pierce	$45 per month.	Varies by formula	Assist	Assist	Yes	No	In general
Los Angeles Trade-Technical	$45 per month.	Teach six hours week	Preliminary	Yes	No	Assist	No
Los Angeles Valley	$45 per pay period	3 hrs.	No	Yes	Recommend	Yes	Yes, in broad sense
Monterey Peninsula	None	Reduction of one class if 5 or more instructors	Yes	Yes	With Vice President	Yes Depart-mental	No
Mt. San Antonio College Number in Dept. (Day only - evening and S.S. separate) 1-4	$400	0	Yes	Yes	Yes	Yes Department	No*
5-8	500	0					
9-12	700	20%					
13-15	800	20%					
16-18	900	40%					

*final determination rests with administration

*Members of President's Council

All Department Chairmen will be expected to be on campus 6 hours per day between 8 A.M. and 5 P.M.
Terms: Day & evening -4 years, renewed by agreement and review of administration and chairman.

Survey of Division-Department Chairmen
August 20, 1963

COLLEGE	1	2	3	4	5	6	7
Napa	No Division or Department Chairmen						
Oakland City	None	2-9 units (varies)	To some extent	Not at present	Assist	Assist	No
Foothill	$1000/yr.	Depends on size	Yes	Yes	Yes	Yes	Yes
City College of San Francisco	None	3-9 units	Yes	Evaluate	Yes	Yes	No
College of Marin							
Division	$600	3 units	Yes	Yes	No	Yes	Yes
Department	$200		Yes	Yes	No	Yes	Yes
Palomar							
Division	$560-$620	½	Yes	Yes	Assist in	Assist	Yes
Department	$168-$186	1/5	Yes	Yes	Assist in	Assist	No
Porterville	None	2-4 hrs.	Sometimes	Yes Assist	Yes	Yes	No
Reedley	Div.-$400 Dept.-$200	None	Some	Yes	Help	Yes	No
Sacramento City	None	1/3	No	Yes	No Recommend	Yes	No
San Diego City	$100-$200	None	Are consulted	No	Recommend	Assist	No
San Joaquin Delta	$400	20%-30%	Yes	Yes	Partly	Yes	Yes
Santa Monica City							
3 or less teachers in Dept.	$ 81.67	No	Yes, help	Yes	Yes, help	No	No
4 to 6 teachers	163.33						
7 to 10 teachers	245.00						
11 or more teachers	326.66						

Survey of Division-Department Chairmen
August 20, 1963

COLLEGE	1	2	3	4	5	6	7
Taft	$546	None	Yes	Yes	No, assist	Assist	No
Vallejo Area Chairmen	None	None	Yes	Yes Recommend	No Recommend	Yes	No
Ventura	$50/month	50%	Yes	Yes	Yes, with the Dean of Instruction	Yes	Yes*
				*to the extent of their administrative duties			
Yuba	10% of what their salary on schedule would otherwise be	None	Yes	Yes	Yes*	Yes**	Yes and no
				*In conjunction with Vice President **In conjunction with Division faculty staff			
American River	$600	1/5 - 2/5 Varies with no. teachers in Div.	Yes	Yes	Yes	Yes	No
College of the Sequoias	0-$500	None to reduction assign.-3 units	Yes	Yes	Assist	Yes	No
College of San Mateo No. of Teachers (inc. Div. Chairman)							
1-9 faculty	$500	6/30	Help	Yes	Yes	Yes	Yes for Div. Responsibilities
10-14	700	11/30					
15-24	850	11/30					
25-29	1000	11/30					
30 or over	1250	17/30					

Survey of Division-Department Chairmen
August 20, 1963

COLLEGE	1	2	3	4	5	6	7
American River Junior College	$600	By formula based on number of staff	Yes	Yes	Yes	Yes	Yes
Chabot	$300	1/5-0-15 2/5-16 or more	Not initially	Yes assist	No	Yes	Yes
Chaffey	$175 (4-6 faculty) 225 (7-10 faculty) 275 (11 or more)	3 hrs/week	Usually	Yes	Assist	Yes	Yes
Diablo Valley	None						
Foothill	?	?	Not initially	Yes	Recommend	Yes	Yes
Modesto	$250 (under 6 faculty) 300 (6-10 faculty) 350 (11-15 faculty)	Varies from none to half time, depending on dept. size and type of subject	Yes	Yes	Recommend	Yes	Yes and no
San Jose City							
Division Chairmen	10% of salary	½ time teach	Yes	No	Assist only	Yes	No
Department Chairmen	None	--	Yes	No	Assist only	Yes	No
Santa Ana	$500	None at present	Yes	Yes	Yes	Yes	Yes/no
Santa Barbara City	$300 and $500	None	Yes	Yes	Yes	Yes	Yes

TO: Respondents to Questionnaire on Department Heads

FROM: William S. Houpt, Vice President, Allan Hancock College

DATE: January 26, 1966

Thirty-four questionnaires were sent to junior colleges of varying sizes, and thirty-one were returned. This is not only an example of cooperation on the part of busy people, but it also indicates that many administrators are giving thought to this area. I hope the enclosed recapitulation will be of some help to you.

One part of the questionnaire had to do with items that department heads had full or partial responsibility:

		Full or partial	Definitely partial
1.	Plan and conduct departmental meetings	26	
2.	Prepare departmental budget	25	
3.	Approve departmental purchase requests	22	3
4.	Recruit and recommend new staff members	11	15
5.	Supervise orientation of new departmental staff members	18	7
6.	Evaluation of non-tenured departmental staff members	17	8
7.	Prepare departmental proposals for grants under federal or state assistance programs	13	10

8. Other:

Assist in preparing class schedule (3), assist in assigning instructors (2), assist in curriculum development and lead division planning (3), discipline within the department (1), course outline revision (1), coordinate day, evening, and summer school (3), allocate student help (2), textbook selection (2), allocate conference attendance funds (1)

COLLEGE	HOW MUCH EXTRA COMPENSATION IS GIVEN DEPARTMENT HEADS?	HOW MUCH REDUCTION IN TEACHING LOAD IS GIVEN DEPARTMENT HEADS?	HOW MUCH SECRETARIAL HELP IS PROVIDED? (FULL, PART-TIME, OR OTHER BASIS)	ARE ANY OF THE ABOVE BASED ON SIZE OF DEPARTMENT? IF SO, WHAT ARE THE DIFFERENCES?
ANTELOPE VALLEY COLLEGE	$400		part-time student help	
BAKERSFIELD COLLEGE	$200-500	varies according to size, extra compensation, and duties	full-time for large divisions, part-time student help for small departments	varies
CABRILLO COLLEGE	(divisions) $570	1/5 - 2/5	part-time student	0-6 staff no released time 6-15 " 1/5 released time 15+ " 2/5 released time
CHAFFEY COLLEGE	respondent referred to schedule but did not send it	20% of reassigned time	depends on division	see schedule
CITRUS COLLEGE	$700-1000	none	secretarial help through telephone dictation system	5-8 staff $ 700 9-12 " 800 13-15 " 900 16-18 " 1000
COALINGA COLLEGE	planning divisional structure			
CONTRA COSTA COLLEGE	$600	none	as needed	
CUESTA COLLEGE	none	none	one full-time secretary for all 32 faculty	
FOOTHILL COLLEGE	(divisions) (9) $1000	one-half or more for all but very small divisions	full-time	some departments do not have full-time secretaries
FRESNO COLLEGE	(divisions) (4)	called associate deans on full-time basis		
GLENDALE COLLEGE	$100-300	none	none	100 - 1-3 teachers 200 - 4-8 " 300 - 9+ "

COLLEGE	HOW MUCH EXTRA COMPENSATION IS GIVEN DEPARTMENT HEADS?	HOW MUCH REDUCTION IN TEACHING LOAD IS GIVEN DEPARTMENT HEADS?	HOW MUCH SECRETARIAL HELP IS PROVIDED? (FULL, PART-TIME, OR OTHER BASIS)	ARE ANY OF THE ABOVE BASED UPON SIZE OF DEPARTMENT? IF SO, WHAT ARE THE DIFFERENCES?
GROSSMONT COLLEGE	none	1/5 - 2/5	part-time student, and use of nye-matic phone dictation service for memos, letters,etc.	less than 3 F.T.E. none 3 F.T.E. or more 1/5 (spring sem.) 6 F.T.E. or more 1/5 (both sem.) 12 F.T.E. or more 2/5 (both sem.)
HARTNELL COLLEGE	none	in some instances	none	secretarial help is pooled for entire faculty
IMPERIAL VALLEY COLLEGE	(divisions) (5) $300-400	none	part-time student assistance 8-12 hours	3-4 members $300 5-8 " $400
MARIN, COLLEGE OF	$600 for division chairman $200 for department heads	none	secretarial pool and student help	
MIRA COSTA COLLEGE	none	none	shares faculty secretary	not yet
MONTEREY PENNINSULA	none	3-6 hours	part-time through pool	full-time secretery for large departments
NAPA COLLEGE	no department heads			
PALOMAR COLLEGE	5% of base	3 unit reduction	part-time	four member departments have 3 unit reductions if possible
PASADENA CITY COLLEGE	10% additional pay plus 1 additional month of employment	50%	full-time	
PORTERVILLE COLLEGE	released time	varies with departments	very limited	go by a formula - too detailed to reproduce here
REEDLEY COLLEGE	(divisions) (3) (1.25 times proper step on an administrative schedule)	50% teaching 50% administration	half-time	
SAN JOSE COLLEGE	none divisions and department heads	2/16 or 4/16	minimal - some use of 3/4 secretary in division chairman office	depends on number in department

COLLEGE	HOW MUCH EXTRA COMPENSATION IS GIVEN DEPARTMENT HEADS?	HOW MUCH REDUCTION IN TEACHING LOAD IS GIVEN DEPARTMENT HEADS?	HOW MUCH SECRETARIAL HELP IS PROVIDED? (FULL, PART-TIME, OR OTHER BASIS)	ARE ANY OF THE ABOVE BASED UPON SIZE OF DEPARTMENT? IF SO, WHAT ARE THE DIFFERENCES?
SAN MATEO, COLLEGE OF	$600-1700	0-24 units	1 secretary, 1 clerk shared by each 2 divisions	1-5 - 0 units released time $600 6-10 - 9 " " " $800 11-15 -12 " " " $800 16-20 -15 " " " $1100 21-25 -18 " " " $1100 26-30 -18 " " " $1400 31-35 -21 " " " $1400 36-40 -21 " " " $1700 over 40 - 24" " " $1700
SANTA BARBARA CITY COLLEGE	$300-500	1/5 (if over 10 staff)	part-time	2-5 in department $ 300 6-10 " " $ 500 over 10 1/5 released time
SANTA ROSA COLLEGE	none	1/5 when granted	student help up to 10 hours per week	
SHASTA COLLEGE	(divisions) (7) $500	one three unit class, sometimes two three unit classes	one hour per day two hours per day for larger divisions	if more than 12 teachers
SEQUOIAS, COLLEGE OF THE	(divisions) $1000	3-9 units depending on size of division	part-time	
VALLEJO COLLEGE	area chairman none	none	as needed through main office	
VENTURA COLLEGE	(division) $56.50 per month for 11 months $621.50	teaches at least half load	part-time through 'pool' two large divisions have full-time secretaries	
YUBA COLLEGE	division chairman (8) 10% over regular salary	none at moment but there is hope for a 3 unit reduction in load	part-time student help	help is based on load formula